

Filed May 31, 1962

STATE OF WISCONSIN)
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DEPARTMENT OF PUBLIC INSTRUCTION)

TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETINGS:

I, Angus B. Rothwell, State Superintendent of the State Department of Public Instruction, and custodian of the official records of said department, do hereby certify that the annexed rules and regulations and amendments to rules and regulations, relating to permits, licenses, certificates for teachers and administrators, and aids for driver education, were duly approved and adopted by this department on May 31, 1962, and are effective on July 1, 1962.

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

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the official seal of the department at the Capitol, in the city of Madison, this 31st day of May, A.D. 1962.

Angus B. Rothwell
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State Superintendent
State Department of Public Instruction

ORDER OF THE DEPARTMENT OF PUBLIC INSTRUCTION
ADOPTING, AMENDING AND REPEALING RULES.

Pursuant to authority vested in the State Superintendent of Public Instruction by Section 39.02 (21), Wis. Stats., he hereby repeals, amends and adopts rules as follows:

Section PI 3.01 (1) of the Wisconsin Administrative Code is amended to read:

(1) No permit may be issued to any person for the school year 1964-65 or thereafter who has secured credits for less than 4 semesters of work as prescribed by a college offering an accredited 2 year professional education course.

Section PI 3.03 Intro.-Par. of the Wisconsin Administrative Code is amended to read:

PI 3.03 Licenses. A license is a one, two or three year instrument which indicates that the holder is fully qualified to teach the subjects or at the grade levels endorsed on the license. A teacher under the Rules and Regulations of the State Department is a person whose work includes the exercise of any educational function for compensation, in any of the public schools, in instructing pupils, or in administering, directing or supervising any educational activity.

Section PI 3.03 (3) (a) 6 of the Wisconsin Administrative Code is adopted to read:

6. College and university authorities are urged not to include as teaching majors those subjects which are not recognized as good secondary school teaching fields in Wisconsin high schools.

Section PI 3.03 (3) (e) of the Wisconsin Administrative Code is renumbered PI 3.03 (3) (g).

Section PI 3.03 (3) (f) of the Wisconsin Administrative Code is renumbered PI 3.03 (3) (h).

Section PI 3.03 (3) (e) of the Wisconsin Administrative Code is adopted to read:

(e) A license covering the broad field of art education will be granted in 1963 and thereafter upon a minimum of 54 semester hours in the field of art exclusive of methods. The pattern of this major must be approved by the state superintendent.

Section PI 3.03 (6) of the Wisconsin Administrative Code is adopted to read:

(6) Non-professional fields of service. Under Wis. Stats. 39.02 (21a) a one year license will be required for all people assisting teachers in the broad instructional program. This shall not include any non-professional workers whose duties are not a part of the instructional program such as those employed commonly as custodians, office secretaries, school lunch employees, and bus drivers.

(a) Theme grader. A theme corrector license restricted to the correction of technical errors in English may be issued based upon at least an 18 semester hour minor in English, in journalism or in speech (if the speech minor contains at least 9 semester hours in written communications); a minimum of 3 college years of credit toward a degree with the professional requirement of at least one four week English workshop. Such workshop may be a college sponsored workshop or an area school sponsored workshop supported by a group of boards of education. The latter must have the prior approval of the state superintendent. Experiences in the fields of journalism, writing and teaching at any level may be considered and evaluated in lieu of the workshop. A request for this license must be made in

writing by the district administrator. If these graders or correctors are assigned to the holding of personal conferences such as with pupils concerning themes, they must hold teachers licenses.

(b) Supervisors of study halls. Any elementary teacher holding a valid Wisconsin teachers license who has had at least 3 years of successful teaching experience may be assigned as study hall supervisor. A study hall supervisor's license may be issued to a person having completed at least three years of college who has had at least 4 years of successful experience in organized work in the supervision of youth activities.

(c) An assistant monitors license may be issued for "before school, noon hour and after school" monitoring of playground activities and then only in case a fully qualified teacher is actively and personally in charge and present. Such a license may be issued to a person with 3 years of experience in the supervision of youth activities or to persons who have completed three years of college education and who are at least 20 years of age.

(d) The items listed (PI 3.03 (6) (a), (b) and (c)) shall not be considered as precluding unlisted positions for which school boards and administrators may request legal certification. The state superintendent hereby establishes the right to consider "unlisted" requests as new instructional procedure and ideas are developed. Proposals for experimental procedures shall be documented as to purpose, proposed procedures and evaluative criteria.

Section PI 3.03 (7) of the Wisconsin Administrative Code is adopted to read:

(7) License based upon experience. A two year license may be granted to a person who presents evidence of full accreditation under PI 3.03 excepting practice

teaching providing evidence is presented proving eligibility for acceptance into practice teaching in the college of preparation and proof of 5 or more years of successful teaching experience at the level of preparation. A three year renewal license may then be issued upon proof of two years of successful teaching experience. Eligibility for a life certificate for such people is established at the end of 5 years of successful teaching experience in Wisconsin holding the two and three year licenses.

Section PI 3.03 (8) of the Wisconsin Administrative Code is adopted to read:

(8) Refresher work. Teachers who fully meet the current requirements, both academic and professional, but who have not been regularly employed within the teaching profession within the past 5 years, must present evidence of a minimum of 6 semester hours of refresher work in methods and/or academic subjects. Extensive substitute teaching done during the period of non-regular teaching employment will be evaluated if done while holding a valid license.

Section PI 3.04 Intro.-Par. of the Wisconsin Administrative Code is amended to read:

PI 3.04 Certificates. Certificates are term and life. The term non-renewable certificate indicates the length of time the holder has to reach the next level of legal certification.

Section PI 3.10 (1) of the Wisconsin Administrative Code is amended to read:

(1) Librarians. Librarians must hold a license to teach and must also have successfully completed courses in library science that cover the areas of school library administration, cataloging and classification, book selection, materials

and reference. Minimum credits for certification in library science will be 15 semester hours. Persons with degrees who are licensed to act as elementary school librarians may also be licensed to act as secondary school librarians by producing evidence of successful completion of a course in adolescent literature. Persons with degrees who are licensed to act as secondary school librarians may also be licensed to act as elementary school librarians by producing evidence of successful completion of a course in children's literature. This rule shall apply only to those librarians whose licensing had been limited as to grade level because their preparation had not covered the two areas of literature listed above.

Section PI 3.10 (2) (a), (b), and (c) of the Wisconsin Administrative Code is amended to read:

(2) Driver Education. (a) In order to receive a license to teach driver education, a person must hold a Wisconsin teaching license and must 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 which shall include a minimum of 10 class periods of experience in teaching practice driving. Applicants for the driver education license must have a minimum of 3 years driving experience while holding a state drivers license, hold a current Wisconsin driver's license, and have an acceptable driving record.

(b) This rule shall be effective as of the school year 1962-63. This certification shall be required to teach either the classroom phase or the practice driving phase of driver education. This requirement applies where the instruction is included as a unit in some other course as well as to cases where driver education is taught as a separate course.

(c) Five year certificates will be issued to people who qualify under this rule. These people and present holders of five year certificates may have their certification renewed for additional five year periods upon expiration, subject to future certification changes.

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Section PI 3.10 (4) of the Wisconsin Administrative Code is amended to read:

(4) School Administrators. An administrator under this rule is a person employed by a public school board of education as an assistant principal or principal of a school or as an assistant superintendent or superintendent of any district or city school system. The original administrator's certificate shall be issued for a 3 year term if the applicant meets the minimum requirements. If there are minor temporary deficiencies, one year administrative licenses may be issued which will be renewable if at least one of the course deficiencies is removed annually. After the minimum requirements are met, a regular 3 year certificate may be issued. After 3 years of successful administrative experience in Wisconsin public schools, while fully licensed, the life certificate may be granted to any administrator who holds the master's degree with the proper distribution of courses as indicated and who also has successfully completed a minimum of 2 courses of at least 2 graduate credits each at the post-master's level in subjects related to school administration, supervision or curriculum. This credential shall become invalid if for 5 or more consecutive years the holder is not actually employed as an administrator in Wisconsin public schools. To obtain a license to act as a school administrator, the applicant must be at least 24 years of age and must be a citizen of the United States. Administrators who have acquired tenure as principals in populous counties pursuant to section 40.42, Wis. Stats., need not qualify under this rule. All administrators included under PI 3.10 (4) (a), (b), (c) and (d) must hold the

proper license for an administrator. Such license shall become invalid when the holder no longer holds a valid Wisconsin teacher's credential. The months and years of employment as an active administrator licensed in Wisconsin as such may be counted, for renewal licensing purposes, as both teaching and administration time. Note that the master's degree for administrators may be in any field but that the prescribed pattern of graduate courses in education must be taken. All references in (h) (a), (h) (b) and (h) (c) to elementary or secondary supervision or curriculum shall be considered as having been met if courses covering grades 1-12 have been taken.

Section PI 3.10 (h) (a) 4 of the Wisconsin Administrative Code is amended to read:

4. An assistant principal must meet the same requirements as the principal within two years after being officially named to such position by the board of education. The license issued to an assistant or vice principal will read assistant principal as of the issuance of licenses for the school year 1962-63. A life certificate to act as assistant principal may be received after serving 3 years in such capacity, fully qualified, licensed, and having gained the necessary post-masters courses.

Section PI 3.10 (h) (b) 2 of the Wisconsin Administrative Code is amended to read:

2. An assistant principal must meet the same requirements as the principal within 2 years after being officially named to such position by the board of education. The license issued to an assistant or vice principal will read assistant principal as of the issuance of licenses for the school year 1962-63. A life

certificate to act as assistant principal may be received after serving 3 years in such capacity, fully qualified, licensed, and having gained the necessary post-masters courses.

Section PI 3.10 (h) (c) 2 of the Wisconsin Administrative Code is amended to read:

2. An assistant principal must meet the same requirements as the principal within 2 years after being officially named to such position by the board of education. The license issued to an assistant or vice principal will read assistant principal as of the issuance of licenses for the school year 1962-63. A life certificate to act as assistant principal may be received after serving 3 years in such capacity, fully qualified, licensed, and having gained the necessary post-masters courses.

Section PI 3.10 (h) (d) 2 of the Wisconsin Administrative Code is amended to read:

2. An assistant superintendent must meet the same requirements as the superintendent within 2 years after being officially named to such position by the board of education. The license issued to an assistant superintendent will read assistant superintendent as of the issuance of licenses for the school year 1962-63. A life certificate to act as assistant superintendent may be received after serving 3 years in such capacity, fully qualified, licensed, and having gained the necessary post-masters courses.

Section PI 3.10 (h) (f) of the Wisconsin Administrative Code is amended to read:

(f) Assistant principal, principal or superintendent of the state school for the visually handicapped and the state school for the deaf. An assistant principal,

principal or superintendent of the state school for the visually handicapped and the state school for the deaf may secure a license as assistant principal, principal or superintendent if fully qualified under PI 3.10 (k) (a), (b), (c) or (d). He may become eligible for the life certificate as an assistant principal, principal or superintendent under the same conditions as in PI 3.10 (k) or by serving successfully for 3 years as assistant principal, principal or superintendent of either of the schools named in this section.

Section 3.10 (8) of the Wisconsin Administrative Code is adopted to read:

(8) Revocation of Licenses. Section 40.43 (5) of 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.

Section 3.20 (2) (g) of the Wisconsin Administrative Code is adopted to read:

(g) Course work taken to fulfill the certification requirements in (c)

must be taken at a college or university approved for this type of training by the Wisconsin Department of Public Instruction.

Section 3.20 (3) (j) of the Wisconsin Administrative Code is adopted to read:

(j) Course work taken to fulfill the certification requirements in (b), (c) and (e) must be taken at a college or university approved for this type of training by the Wisconsin Department of Public Instruction.

Section 3.20 (6) (a) of the Wisconsin Administrative Code is amended to read:

(6) Teachers of Handicapped Children. (a) Persons preparing to be teachers of handicapped children must meet the general state requirement 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 5 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.

Section 3.20 (7) of the Wisconsin Administrative Code is amended to read:

(7) Driver Education Aid. Pursuant to Section 20.650 (47), Wis. Stats., the State Superintendent of Public Instruction establishes a plan for the apportionment of financial aids to qualifying high schools and schools of vocational and adult education for driver education made available pursuant to Sections 20.560 (74), 20.560 (79), 20.650 (47) and 20.850 (11a) and in accord with Section 40.71 (12).

(a) Aids shall be paid to high schools 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 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 superintendent, 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 a 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.

their graduation from high school, if they graduated during the preceding school year.

6. School districts applying for this aid shall report annually upon 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.

(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 having 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 two 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.