

CR 90-62

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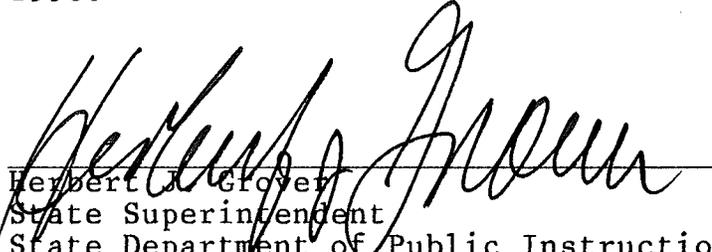
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STATE OF WISCONSIN )  
DEPARTMENT OF PUBLIC INSTRUCTION) SS

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 licenses and approved programs, 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 24<sup>th</sup> day of August, 1990.

  
Herbert A. Grover  
State Superintendent  
State Department of Public Instruction

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

The state superintendent of public instruction hereby repeals PI 3.01 (42), subch. XIII (title) to ch. PI 3, PI 3.66 and PI 3.67; renumbers PI 3.64 and PI 3.65; PI 4.06 (6) (a) 2, and PI 4.69; renumber and amends PI 3.01 (12), (14), PI 3.03 (2) (b) 2 c, PI 3.63, PI 1 3.64 (intro.), (1) (intro.), (2), and (3), PI 3.65 (intro.), PI 4.06 (6) (a) 1 and (3), and PI 4.69 2 (intro.); amends PI 3.01 (46), PI 3.03 (2) (b) 2 (intro.) and (d), PI 3.05 (7) (a) and (b), PI 3 3.68 (intro.), PI 4.02 (3) (b) 1, (d), and (e), PI 4.06 (6) (c) 3, and PI 4.67 (intro.); repeal 4 and recreates PI 3.01 (2), PI 3.025, subch. XII to ch. PI 3, and PI 3.59 to PI 3.61; and 5 creates PI 3.01 (14m), (18m), (28m), (33m), and (37m), PI 3.03 (2) (b) 2 e to g, and 3 and 6 (5) (a) 5, PI 3.68 (10) and (11), PI 4.02 (3) (f), PI 4.06 (2) (j) and (k), and (3) (i) to (L), and 7 (6) (c) 4 and subch. IX of ch. PI 4, relating to licenses and approved programs.

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**ANALYSIS BY THE DEPARTMENT OF PUBLIC INSTRUCTION**

Statutory authority: s. 115.28 (7), Stats.

Statute interpreted: ss. 115.28 (7) and 118.19 (1) and (3) (a), Stats.

Section 115.28 (7), Stats., requires the state superintendent of public instruction to license all teachers for the public schools and to make rules establishing standards of attainment for licensure. This section also requires the state superintendent to prescribe by rule standards and procedures for the approval of teacher preparatory programs leading to licensure in Wisconsin. Chapter PI 3 contains the rules which an individual must meet to be licensed in Wisconsin. Chapter PI 4 contains the procedures and standards for approval of professional education programs leading to licensure.

**I. Administrative Licensure and Approved Programs**

These proposed amendments to chs. PI 3 and 4 establish new license requirements for administrative licensure and create standards for approval of programs leading to administrative licensure. The rules were developed following receipt of the final report of the State Superintendent's Task Force on Administrative Leadership, Training and Licensure, and many of the provisions in this rule are related to the Task Force recommendations.

The proposed rules would:

1. Make all administrative licenses prekindergarten through grade 12 licenses, except principal licenses which would be issued at the elementary/middle (PK-9) or middle/secondary (6-12) levels. Administrative licenses issued for specific grade levels before the proposed rules are effective would continue to be valid and renewable, although provisions are made for upgrading the older licenses to the new licenses, if the holder so desires.
2. Eliminate the administrative assistant license.
3. Create a new license for Director of Special Education and Pupil Services. The Special Education Supervisor - Level A and B licenses would be eliminated, although persons holding the Level A license would be eligible for the new license, and persons holding the Level B license would be eligible for the new license if they complete requirements for the level A license by July 1, 1995. The proposed rules also permit any person who served as pupil services director for 5 years prior to July 1, 1991, to be issued the new license. The proposed rules also permit any person who served as a director in a specific pupil services area for at least 50 percent time for at least 3 years prior to July 1, 1991, to be issued a regular license as a director of that specific area.
4. Define "full-time teaching" as employment under contract as a classroom teacher for at least 180 days.
5. Specify standards for issuance of one-year administrator licenses for persons who are not fully-qualified as administrators. Such licenses must be requested by the employing school board and may only be issued to an applicant who is enrolled in an approved program leading to the license and who provides documentation that the program will be completed within 2 years.
6. Create a common core of 21 semester credits to be taken by all prospective administrators, including course work in human relations, oral and written communication, leadership, organization and operation of public schools, governance of education, supervision of instruction, evaluation of personnel, school law, school business administration and budgeting, and politics of education.
7. Provide specific license requirements for each administrative license: school district superintendent, elementary/middle level principal, middle/secondary level principal, director of instruction, director of special education and pupil services, school business administrator, local vocational education coordinator, and instructional library/media supervisor.
8. Require 3 years of classroom teaching experience or 540 hours of classroom teaching experience and 3 years experience as a school counselor, school psychologist or school social worker for any administrative license, except business administrator.

9. Create program approval standards for each administrator preparation program in Wisconsin institutions, which correspond to the course requirements in ch. PI 3.
10. Require that all faculty who teach and supervise the practicum or internship in programs leading to administrative licensure have at least 3 years of administrative experience in a public or private school district at the elementary, middle, secondary or administrative office level. Currently-employed faculty may meet this requirement by serving a practicum. Also require that every 5 years resident faculty in administrative programs serve a 180-hour practicum in a school district at the elementary, middle, secondary or administrative office level.
11. Require any person who enrolls in an administrative preparation program on or after July 1, 1992, to meet the new requirements; and any person applying from out-of-state on or after July 1, 1992, to have met the new requirements.

II. Other Changes:

1. The proposed rules will permit equivalent credit toward license renewal to be earned while serving as a mentor or a cooperating teacher, and for employment which fosters exchanges of prekindergarten to grade 12 and post-secondary level faculty.
  2. The proposed rules amend the effective dates of previously promulgated program approval rules to enable students who enroll before the new rules are implemented to complete the program in effect at the time of enrollment; and to make all effective dates for enrollment July 1 of the particular year and all effective dates for graduation August 30 of the particular year.
  3. The proposed rules repeal the limit on the number of times an applicant may take the basic skills and subject area tests for licensure. The proposed rules also permit the institution to include persons who did not pass the basic skills test in the existing 10% allowable exceptions for admission to a professional education program. In addition, the proposed rules delay the implementation of the subject area tests for licensure until one year after the state superintendent provides notice to institutions that the tests will be required for licensure.
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1           **SECTION 1.** PI 3.01 (2) is repealed and recreated to read:

2           PI 3.01 (2) "Administrator" means a person who manages, supervises or evaluates  
3 professional staff and who has district-wide or multiple program management or  
4 supervisory responsibilities in any area affecting educational programs, curriculum,  
5 instruction, pupil services or business administration.

6           **SECTION 2.** PI 3.01 (12) is renumbered PI 3.01 (14) and amended to read:

7           PI 3.01 (14) "~~Curriculum coordinator or director~~ Director of instruction" means a  
8 member of the professional staff of a school system responsible for any or all of the  
9 activities of coordination, supervision and evaluation of various curricular offerings  
10 and staff members within either one or more schools in a school system.

11           **SECTION 3.** PI 3.01 (14) is renumbered PI 3.01 (42) and amended to read:

12           PI 3.01 (42) "~~District administrator~~ Superintendent" means district administrator  
13 as defined in s. 115.001 (8), Stats. and is the person who ~~acts as~~ is the administrative  
14 head of a school district.

15           **SECTION 4.** PI 3.01 (14m) and (18m) are created to read:

16           PI 3.01 (14m) "Director of special education and pupil services" means the person  
17 who is the administrator of the special education or pupil services program or of both  
18 programs.

19           (18m) "Full-time teaching" means employment under contract as a classroom  
20 teacher for at least 180 days.

21           **SECTION 5.** PI 3.01 (28m), (33m) and (37m) are created to read:

22           PI 3.01 (28m) "Principal" means the person who serves as the administrator of a  
23 school, such as an elementary, middle, or secondary level school.

24           (33m) "School business administrator" means the person who generally reports to  
25 the superintendent and who has primary budget and fiscal responsibility in the school  
26 district.

1 (37m) "Specialist degree or the equivalent" means a specialist degree earned at  
2 an accredited college or university or at least 60 graduate semester credits completed  
3 as part of an approved program leading to licensure.

4 **SECTION 6.** PI 3.01 (42) is repealed.

5 **SECTION 7.** PI 3.01 (46) is amended to read:

6 PI 3.01 (46) "Teaching experience" means experience in which the licensed  
7 teacher as a regular professional school employe is actually conducting learning  
8 experiences of pupils in a classroom setting on a continuing basis.

9 **SECTION 8.** PI 3.025 is repeated and recreated to read:

10 PI 3.025 APPROVAL OF PROGRAMS FOR EQUIVALENT CLOCK HOURS. (1)

11 To meet the continuing professional educational requirement under s. PI 3.03 (2) (b), an  
12 applicant may earn equivalent clock hours for a program or other professional  
13 experience if the agency, institution or organization which offers the program or  
14 experience submits an application for approval of the program or experience to the  
15 department at least 30 days prior to the commencement of the program or experience.

16 An individual may not submit a program for approval under this section; however, an  
17 agency, institution or organization may submit a program on behalf of one individual.

18 The following agencies, institutions and organizations may submit proposals to the  
19 department:

20 (a) Accredited colleges and universities.

21 (b) Cooperative educational service agencies under ch. 116, Stats.

22 (c) Divisions and bureaus within the department.

23 (d) Local public and private education agencies and schools in Wisconsin.

24 (e) Local, state, regional and national professional education organizations; and  
25 unions.

1 (f) Vocational, technical and adult education districts established under s.  
2 38.02, Stats.

3 (g) Other agencies, institutions and organizations approved by the state  
4 superintendent.

5 (2) To be approved by the department, a program or experience shall meet one  
6 of the following requirements:

7 (a) Workshops, seminars or conferences may be approved if all of the following  
8 requirements are met:

9 1. A workshop or seminar shall be in clock hour increments and shall include a  
10 minimum of 5 clock hours related to a specific theme. The entire approved program  
11 shall be accomplished within a 12-month period.

12 2. A regional, state, or national convention or conference with a broad common  
13 theme may be approved and shall be limited to a minimum of 5 clock hours and a  
14 maximum of 10 clock hours for each convention or conference.

15 (b) A professional field experience may be approved if all of the following  
16 requirements are met:

17 1. The formal job description shall include individual professional growth  
18 objectives; a plan for student documentation of the field experience; and a plan for the  
19 ongoing monitoring and supervision of the field experience.

20 2. A supervisor shall be designated in the agency which submits an application  
21 for the professional field experience and an onsite supervisor shall be designated in the  
22 agency in which the field experience takes place.

23 (c) A professional growth experience completed while serving as a mentor in a  
24 department-approved program or as a cooperating teacher in a student teaching  
25 program approved under s. PI 4.10 may be approved if all of the following requirements  
26 are met:

1           1. The formal description shall include individual professional growth  
2 objectives; a plan for the completion of a professional development project evolving  
3 from the individual professional growth objectives; a plan for documentation of the  
4 professional development project; and a plan for the self-assessment of an individual's  
5 supervisory activities as related to his or her professional growth objectives.

6           2. A college or university official shall be designated to serve as coordinator of  
7 the professional growth experience and provide ongoing guidance and assistance to the  
8 mentor or cooperating teacher throughout the experience. The individual shall be  
9 enrolled in a concurrent college or university seminar of a minimum of 12 clock hours.

10           (d) 1. A professional growth experience completed while employed as an ad hoc  
11 faculty member in a program approved under ch. PI 4 may be approved for a person  
12 who is not regularly employed at the post-secondary level if all of the requirements  
13 under subd. 3 are met.

14           2. A professional growth experience completed while on a special assignment  
15 within grade levels prekindergarten to 12 in a public or private school or a public  
16 school district may be approved for a faculty member who is regularly employed at the  
17 post-secondary level, except that approval may not be granted if the assignment is  
18 part of the faculty member's regular or contracted responsibilities. The professional  
19 growth experience in this subdivision shall meet all of the requirements under subd. 3.

20           3. A professional growth experience completed under subds. 1 and 2 may be  
21 approved if all of the following requirements are met:

22           a. The formal description shall include the individual's professional growth  
23 objectives and a plan for the documentation and evaluation of the professional growth  
24 experience.

25           b. A staff member in the approved program or in the school or school district  
26 shall be designated to coordinate the experience.

1           **SECTION 9.** PI 3.03 (2) (b) 2 (intro.) and d are amended to read:

2           PI 3.03 (2) (b) 2 (intro.) Except as provided under subd. 3, the ~~The~~ 6 semester  
3 credits or the equivalent may be earned by one or a combination of the following:

4           d. Equivalent clock hours earned in a professional field experience approved  
5 under s. PI 3.025 (1) and (3). Eighty clock hours earned in a professional field  
6 experience shall be equivalent to one semester credit earned at an accredited college  
7 or university. ~~No more than one professional field experience equivalent to no more~~  
8 ~~than 3 semester credits, may be counted in meeting the professional education~~  
9 ~~requirement in a 5-year period.~~

10           **SECTION 10.** PI 3.03 (2) (b) 2 e to g and 3 and (5) (a) 5 are created to read:

11           PI 3.03 (2) (b) 2. e. Equivalent credit earned in a professional growth experience  
12 approved under s. PI 3.025 (4), while employed as a mentor in a department approved  
13 program or as a cooperating teacher in a student teaching program approved under s.  
14 PI 4.10.

15           f. Equivalent credit earned in a professional growth experience approved under  
16 s. PI 3.025 (5), while employed as an ad hoc faculty member teaching in a program  
17 approved under ch. PI 4. A person who is regularly employed at the post-secondary  
18 level may not earn equivalent credit under this subparagraph.

19           g. For persons regularly employed as faculty at the post-secondary level,  
20 equivalent credit earned in a professional growth experience approved under s. PI 3.025  
21 (5), while on special assignment within grade levels prekindergarten to 12 in a public or  
22 private school or public school district. Equivalent credit may not be earned for an  
23 assignment which is part of the faculty member's regular or contracted  
24 responsibilities.

1           3. No more than one experience under subpars. d to g, equivalent to no more  
2 than 3 semester credits, may be counted in meeting the professional education  
3 requirement in a 5-year period.

4           (5) (a) 5. A special administrator license may only be issued as specified in s.  
5 PI 3.55 (2).

6           **SECTION 11.** PI 3.05 (7) (intro.), (a) and (b) are amended to read:

7           PI 3.05 (7) (intro.) Except as provided in par. (b) 2, ~~An an~~ applicant, who com-  
8 pletes an initial professional education on or after August 31, 1992, shall meet ~~all of~~  
9 the ~~following~~ requirements: of the subsection.

10           (a) The applicant shall have received a passing ~~score~~ scores on a standardized  
11 ~~examination~~ examinations in mathematics, reading and writing. The standardized  
12 ~~examination~~ examinations and the passing ~~score~~ scores shall be determined by the  
13 state superintendent. ~~The standardized examination may not be taken more than 3~~  
14 ~~times.~~

15           (b) 1. The applicant shall have received a passing score on a standardized  
16 examination in each major, minor ~~and~~, concentration, and advanced program in which  
17 licensure will be sought. ~~The standardized examination shall be administered by the~~  
18 ~~department and the~~ The passing score shall be determined by the state superintendent.  
19 ~~The standardized examination may not be taken more than 3 times.~~ The state super-  
20 intendent may exempt a specific license area from the requirements of this paragraph  
21 or may modify the administration and format of the examination if a valid and reliable  
22 examination is not commercially available or if the number of licensures in a specific  
23 area does not justify the development of a valid, reliable examination.



1 (b) The applicant shall have been admitted to an approved program under subch.  
2 IX of ch. PI 4, leading to a regular license for the administrative position.

3 (c) The applicant shall submit a written plan to the department for completion  
4 of the approved program within 2 years. The written plan shall be approved by the  
5 institution offering the approved program and by the employing school board.

6 (d) For a one-year license to serve as a superintendent, the applicant shall  
7 possess a master's degree or the equivalent.

8 (e) A license under this subsection may be renewed one time for one year, upon  
9 the written request made by formal action of the school board and with satisfactory  
10 evidence from the institution offering the approved program that the applicant can  
11 complete the approved program in one year.

12 (3) GENERAL REQUIREMENTS. An applicant for a license under this sub-  
13 chapter shall meet all of the following requirements:

14 (a) Degree. An applicant for a superintendent license shall have completed an  
15 approved specialist degree program or the equivalent; for all other licenses under this  
16 subchapter, the applicant shall have completed an approved master's degree program  
17 or the equivalent in the area of administration; or a master's degree or the equivalent  
18 and an approved program leading to a license under this subchapter.

19 (b) Human Growth and Development. 1. Except as specified in subd. 2, the  
20 applicant shall have completed graduate or undergraduate course work in each of the  
21 following:

- 22 a. Child psychology or human growth and development.  
23 b. Early adolescent psychology or human growth and development.  
24 c. Adolescent psychology or human growth and development.

25 2. An applicant for a school business administrator license is not required to  
26 meet the requirement in subd. 1.

- 1           (c) Common Core. 1. Except as specified in subd. 2, the applicant shall have  
2 completed 21 graduate semester credits including all of the following:
- 3           a. Human relations.
  - 4           b. Oral and written communication.
  - 5           c. Educational leadership including participatory management, long-range  
6 strategic planning and change agent processes.
  - 7           d. Organization and operation of public schools, including school and community  
8 relations.
  - 9           e. Governance of education at the national, state and local levels.
  - 10          f. Supervision of instruction, including program planning and evaluation.
  - 11          g. Evaluation of personnel.
  - 12          h. School law.
  - 13          i. School business administration and budgeting, including school finance and  
14 taxation.
  - 15          j. Politics of education.
- 16          2. An applicant for the school business administrator license shall have com-  
17 pleted 18 semester credits as described in subd. 1. Applicants for the local vocational  
18 education coordinator license and the instructional library media supervisor license are  
19 not required to meet the requirements in subd. 1.
- 20          (d) Professional Education. 1. Except as specified in subd. 2, the applicant shall  
21 have completed 18 semester credits of professional education course work not included  
22 as part of an approved program leading to a license under this subchapter and shall  
23 meet one of the following requirements:

1 a. The applicant shall hold or be eligible to hold a license to teach at the  
2 elementary, elementary/middle, middle, middle/secondary or secondary level or to  
3 teach grades kindergarten through 12, or shall have completed an approved program  
4 leading to one of these licenses.

5 b. The applicant shall hold or be eligible to hold a license as a school counselor,  
6 a school psychologist, or a school social worker, or shall have completed an approved  
7 program leading to one of these licenses.

8 2. An applicant for school business administrator license is not required to meet  
9 the requirements in subd. 1. Applicants for local vocational education coordinator  
10 license under s. PI 3.62 and instructional library media supervisor license under s. PI  
11 3.63 shall meet the specific requirements for the license in lieu of the requirements in  
12 subd. 1.

13 (e) Experience. 1. Except as specified in subd. 2, the applicant shall have  
14 completed one of the following:

15 a. Three years of successful full-time teaching at the elementary, elemen-  
16 tary/middle, middle, middle/secondary, secondary, or grades kindergarten through 12  
17 level.

18 b. Three years of successful experience as a school counselor, a school psychol-  
19 ogist, or a school social worker, which included evidence of at least 540 hours of  
20 successful classroom teaching experience.

21 2. An applicant for school business administrator license is not required to meet  
22 the requirement in subd. 1. Applicants for local vocational education coordinator  
23 license and instructional library media supervisor license shall meet the specific  
24 requirements for the license in lieu of the requirements in subd. 1.

1           **PI 3.56 SCHOOL DISTRICT SUPERINTENDENT - 03.** The superintendent - 03  
2 license permits the holder to serve as a superintendent or an assistant superintendent.  
3 In addition, s. 118.24 (2) (d), Stats., permits the superintendent to designate herself or  
4 himself to serve as principal or teacher in any school under her or his supervision while  
5 the person is employed and serving as a licensed superintendent. For the initial or  
6 regular license, the applicant shall meet the following requirements, in addition to the  
7 general requirements under s. PI 3.55:

8           (1) The applicant shall hold or be eligible to hold a principal license.

9           (2) The applicant shall have completed an approved program or the equivalent  
10 leading to licensure as a superintendent, which includes, 12 graduate semester credits  
11 including all of the following:

12           (a) Superintendency.

13           (b) Advanced program planning and evaluation.

14           (c) Economics of education, public finance, and taxation.

15           (d) Advanced politics of education.

16           (e) Personnel administration.

17           (f) Collective bargaining and contract administration.

18           (g) Practicum or internship in the superintendency.

19           **PI 3.57 ELEMENTARY/MIDDLE LEVEL PRINCIPAL - 34.** The elementary/mid-  
20 dle level principal - 34 license permits the holder to serve as a principal or an assistant  
21 principal in an elementary, elementary/middle or middle level school. For an initial or  
22 regular license, the applicant shall meet all of the following requirements, in addition  
23 to the general requirements in s. PI 3.55:

24           (1) The applicant shall have completed an approved program or the equivalent  
25 leading to licensure as a principal, which includes 12 graduate semester credits  
26 including all of the following:

1 (a) Principalship, including instructional leadership and operational tasks.

2 (b) Coordination of special school programs.

3 (c) Curriculum development at the elementary/middle level.

4 (d) Practicum or internship in the principalship at the elementary/middle level.

5 (2) The licensure and experience requirements under s. PI 3.55 (3) (d) and (e)

6 shall have been met at the elementary, elementary/middle or middle level.

7 **PI 3.58 MIDDLE/SECONDARY LEVEL PRINCIPAL - 24.** The middle/secondary

8 level principal - 24 license permits the holder to serve as a principal or an assistant

9 principal in a middle, middle/secondary or secondary level school. For an initial or

10 regular license, the applicant shall meet all of the following requirements, in addition

11 to the general requirements in s. PI. 3.55:

12 (1) The applicant shall have completed an approved program or the equivalent

13 leading to licensure as a principal, which includes 12 graduate semester credits

14 including all the of the following:

15 (a) Principalship, including instructional leadership and operational tasks.

16 (b) Coordination of special school programs.

17 (c) Curriculum development at the middle/secondary level.

18 (d) Practicum or internship in the principalship at the middle/secondary level.

19 (2) The licensure and experience requirements under s. PI 3.55 (3) (d) and (e)

20 shall have been met at the middle, middle/secondary, or secondary level.

21 **SECTION 13.** SUBCHAPTER XIII (title) is repealed.

22 **SECTION 14.** PI 3.59 to PI 3.61 are repealed and recreated to read:

23 **PI 3.59 K-12 DIRECTOR OF INSTRUCTION - 10.** (1) Except as provided under

24 sub. (2), a director of instruction - 10 license permits the holder to serve as supervisor,

25 curriculum coordinator or director of instruction. For a license under this section, the

1 applicant shall have met all of the following requirements, in addition to the general  
2 requirements under s. PI 3.55:

3 (a) The applicant shall have completed an approved program or the equivalent  
4 leading to the director of instruction license, which includes 12 graduate semester  
5 credits including all of the following:

- 6 1. Coordination of special school programs.
- 7 2. Advanced instructional program planning and evaluation.
- 8 3. Educational tests and measurements.
- 9 4. Kindergarten through grade 12 curriculum development, including elementary,  
10 middle and secondary levels.
- 11 5. Practicum or internship in the director of instruction.

12 (2) Persons who hold the supervisor, coordinator or director - 10 license may  
13 serve as kindergarten through grade 12 director of instruction. Persons who have at  
14 least one year of experience prior to July 1, 1992, under the supervisor, coordinator, or  
15 director - 15 or 20 license may be issued a license under this section.

16 **PI 3.60 DIRECTOR OF SPECIAL EDUCATION AND PUPIL SERVICES - 80.** (1)

17 A director of special education and pupil services - 80 license permits the holder to  
18 administer a special education program or a pupil services program, or both. Except as  
19 specified in sub. (2), for a regular license under this section the applicant shall meet  
20 the following requirements, in addition to the general requirements under s. PI 3.55:

21 (a) The applicant shall have completed an approved program leading to licensure  
22 as a director of special education and pupil services, which includes 12 semester hours  
23 of graduate course work including all of the following:

- 24 1. Administration and supervision of special education programs.
- 25 2. Administration and supervision of pupil services programs.
- 26 3. Educational tests and measurements.

1           4. Practicum or internship in director of special education and pupil services.

2           (2) (a) Persons who hold a special education supervisor - level A - 81 license may  
3 be issued a regular license under this section.

4           (b) Persons who have served as pupil services director for at least 50% time for  
5 at least 5 years prior to July 1, 1991, may be issued a regular license under this  
6 section. Persons who have served as pupil services director prior to July 1, 1991, but  
7 for less than 5 years, may be issued a one-year license under s. PI 3.55 (2), to enable  
8 them to complete the requirements of sub. (1). The one-year license may be renewed  
9 if the applicant provides documentation of satisfactory progress toward completion of  
10 the requirements of sub. (1).

11           (c) Persons who have served as a director in a specific pupil services area for at  
12 least 50% time for at least 3 years prior to July 1, 1991, may be issued a regular  
13 license as a director of that specific area. Persons who have served as a director in a  
14 specific pupil services area at least 50% time for less than 3 years may be issued a  
15 one-year license under s. PI 3.55 (2), to enable them to complete the requirements of  
16 sub. (1). The one-year license may be renewed if the applicant provides documentation  
17 of satisfactory progress toward completion of the requirements of sub. (1). A license  
18 under this paragraph may only be issued to persons who meet the requirements and  
19 apply for the license on or before June 30, 1992.

20           (d) Until July 1, 1995, persons who hold a special education supervisor - level B -  
21 82 license may be issued a regular license under this section upon completion of a level  
22 A approved program under s. PI 3.605.  
23

1           **PI 3.61 SCHOOL BUSINESS ADMINISTRATOR - 08.** (1) Except as specified in  
2 sub. (2), the school business administrator - 08 license is required for the person who  
3 has primary budget and fiscal responsibility in the school district. For a license under  
4 this section the applicant shall meet all of the general requirements under s. PI 3.55  
5 which do not provide an exception for this license, and all of the following  
6 requirements:

7           (2) The applicant shall have successfully completed an approved program leading  
8 to licensure as a school business administrator, which includes 18 semester credits of  
9 graduate course work, including all of the following:

10           (a) Accounting.

11           (b) Data management and processing.

12           (c) Risk management.

13           (d) School facilities.

14           (e) One of the following:

15           1. Collective bargaining.

16           2. Employee contract administration.

17           3. Support services.

18           (f) Practicum or internship in school business administration.

19           **SECTION 15.** PI 3.63 is renumbered PI 3.605 and amended to read:

20           **PI 3.605 SPECIAL EDUCATION SUPERVISOR - LEVEL A - 81.** A regular

21 ~~license to serve as a level A special education supervisor under s. PI 11.13 may be~~  
22 ~~issued to an applicant who has obtained the institutional endorsement from a~~  
23 ~~preparation institution and has completed or possesses the following:~~

24           ~~(1) Eligibility to hold the level B license for supervisor of special education~~  
25 ~~under s. 3.62.~~

1           ~~(2) A~~ Effective July 1, 1992, the special education supervisor - level A - 81  
2 license is no longer issued. However, until July 1, 1995, persons holding a special  
3 education supervisor - level B - 82 license may complete an approved program under  
4 this section in order to be issued a regular license under s. PI 3.60 (2) (a): The  
5 applicant shall have completed a 6th year specialist's degree or the equivalent. ~~One~~  
6 One year of graduate work in special education beyond the master's degree or a  
7 minimum of 18 semester credits of postmaster's ~~level course work~~ graduate credits in  
8 special education ~~meets this requirement: of which~~ At at least 12 semester credits of  
9 this graduate work shall be in areas other than the original area of specialization in  
10 special education.

11           **SECTION 16.** PI 3.64 is renumbered PI 3.62 and PI 3.62 (intro.), (1) (intro.), (2)  
12 and (3), as renumbered, are amended to read:

13           PI 3.62 (intro). The local vocational education coordinator - 65 license permits  
14 the holder to serve as supervisor or coordinator in a school district's vocational  
15 education program. A regular license ~~to serve as local vocational education~~  
16 ~~coordinator~~ under this section may be issued to an applicant who ~~has completed or~~  
17 ~~possesses~~ meets all of the following requirements:

18           (1) ~~A teaching major~~ Holds a license in agriculture under s. PI 3.21 (1) or in a  
19 vocational subject area ~~as listed in~~ under s. PI 3.22 and has completed course work in  
20 all of the following areas:

21           (2) ~~Work~~ Has work experience outside of teaching ~~to include~~ which includes at  
22 least 2,000 hours in one or more occupational fields. ~~College~~ With the prior approval  
23 of the state superintendent, college field experience resulting in college credit or  
24 participation in a workshop may be used to satisfy the occupational requirements under  
25 this subsection, each contact hour counting up to 3 clock hours of occupational  
26 experience as follows: one clock hour of approved college field experience or of

1 approved workshop experience counts up to 3 clock hours of occupational experience.

2 ~~Approval by the state superintendent is required.~~

3 (3) ~~Three~~ Has completed 3 years of successful classroom teaching experience in  
4 agriculture or in a vocational subject area under s. PI 3.22 or 2 years of successful  
5 classroom teaching experience in agriculture or in a vocational subject areas under s.  
6 PI 3.22 and an additional 2 years of successful experience in administration and  
7 guidance.

8 **SECTION 17.** PI 3.65 is renumbered PI 3.63 and PI 3.63 (intro.), as renumbered,  
9 is amended to read:

10 PI 3.63 (intro). ~~This license is not required. A person holding the regular or life~~  
11 ~~school library supervisor - 90-900 license may continue to serve with this license.~~  
12 ~~Effective July, 1, 1986, for~~ The instructional library media supervisor license - 91  
13 permits the holder to provide instructional library media program supervision, leader-  
14 ship, coordination or facilitation. For the regular instructional library media super-  
15 visor - 91 license, the applicant shall meet all of the following requirements:

16 **SECTION 18.** PI 3.66 and 3.67 are repealed.

17 **SECTION 19.** PI 3.68 (intro.) is amended to read:

18 PI 3.68 (intro.) The department no longer issues initial licenses in the following  
19 areas, however a person who holds any of these regular licenses may continue to carry  
20 out any functions permitted by the license, provided the person holds a life license or  
21 continues to renew the 5-year license as required under s. PI 3.03 (2):

1           **SECTION 20.** PI 3.68 (10) and (11) are created to read:

2           PI 3.68 (10) Administrator licenses until July 1, 1992. Persons who hold the  
3 following administrator licenses based upon administrator license requirements prior to  
4 1992 may continue to serve in the following administrator positions:

5           (a) District administrator - 04 may serve as district administrator or super-  
6 intendent, or assistant district administrator or superintendent, elementary/middle  
7 level principal or assistant principal, or middle/secondary level principal or assistant  
8 principal, or business manager.

9           (b) Elementary/middle level principal - 34 may serve as principal or assistant  
10 principal in an elementary, middle or junior high school.

11           (c) Middle/secondary level principal - 24 may serve as principal or assistant  
12 principal in a middle, junior high or high school.

13           (d) Supervisor, coordinator or director - 10 may serve as a kindergarten through  
14 grade 12 supervisor, curriculum coordinator or director of instruction; supervisor,  
15 coordinator or director - 15 may serve as an elementary or elementary/middle level  
16 supervisor, curriculum coordinator or director of instruction; supervisor, coordinator or  
17 director - 20 may serve as a middle, middle/secondary or secondary level supervisor,  
18 curriculum coordinator or director of instruction.

19           (e) Special education supervisor - level A - 81 may serve as director of special  
20 education or director of special education and pupil services.

21           (f) Supervisor of counseling and guidance - 968 and supervisor of counseling and  
22 guidance - bilingual - 969, may continue to serve with these licenses.

23           (11) School library supervisor - 09-900, until July 1, 1986.

24           **SECTION 21.** PI 4.02 (3) (b) 1, (d) and (e) are amended to read:

25           PI 4.02 (3) (b) 1. Except as indicated in subd. 2 and pars. (c) to ~~(e)~~ (f), by

1 January 1, 1987, all institutions and SCDs which offer professional education programs  
2 leading to licensure in Wisconsin shall submit to the department, for departmental  
3 approval, written evidence that their program complies with the requirements of this  
4 chapter, or a plan and timetable, subject to departmental approval, which ensures that  
5 students who enroll at ~~the~~ an institution after July 1, 1987, and who also graduate  
6 after August 30, 1990, shall be able to complete each requirement of this chapter.

7 (d) The reading and language arts requirements under s. PI 3.095, as effective on  
8 May 1, 1988, shall be implemented so that all students who enroll at an institution  
9 after July 1, 1989, and who also graduate from a professional education program after  
10 July ~~1~~ August 30, 1992, shall have met the requirements.

11 (e) The elementary and secondary level requirements under ss. PI 4.13 and 4.16,  
12 as amended effective May 1, 1988, and the elementary/middle, middle, and  
13 middle/secondary requirements under s. PI 4.135 to 4.15, as effective on May 1, 1988,  
14 shall be implemented so that all students who enroll at an institution after July 1,  
15 1989, and who also graduate from the professional education program after July ~~1~~  
16 August 30, 1992, shall have met the requirements.

17 **SECTION 22.** PI 4.02 (3) (f) is created to read:

18 PI 4.02 (3) (f) The requirements for administrative licensure under subch. IX,  
19 which take effect on the effective date of this paragraph (revisor insert date) shall be  
20 implemented so that all persons admitted to a program for administrative licensure on  
21 or after July 1, 1992, shall be able to meet all of the requirements of subchs. IX and of  
22 XII of ch. PI 3 which take effect on that date for the license.

23 **SECTION 23.** PI 4.06 (2) (j) and (k) and (3) (i) to (L) are created to read:

24 PI 4.06 (2) (j) The institution shall maintain records showing that its programs  
25 recognize adult learning styles and that it has adopted curriculum and instructional  
26 strategies which link classroom theory with practice through use of simulations, field

1 problems or experiential learning strategies and materials.

2 (3) (i) The institution shall have written evidence that faculty who teach in  
3 advanced programs leading to administrative licensure are knowledgeable about  
4 contemporary administrative practices.

5 (j) The institution shall have written evidence that faculty who teach and super-  
6 vise the practicum or internship in advanced programs leading to administrative  
7 licensure have at least 3 years of administrative experience in elementary, middle or  
8 secondary level education. Faculty employed prior to July 1, 1992, may meet this  
9 requirement by serving a 540-hour practicum or internship in school administration.

10 (k) The institution shall have written evidence that all resident faculty in pro-  
11 grams leading to administrative licensure have completed at least 180 clock hours of  
12 practicum or other professional work in elementary, middle or secondary level schools  
13 every 5 years.

14 (l) The institution shall have written evidence that at least two-thirds of the  
15 semester credits required for administrative licensure under subch. IX, including those  
16 offered in the common core described in s. PI 4.81 (3) and in the specific license areas,  
17 are taught by full-time resident faculty employed by the institution. Exceptions to  
18 this paragraph may be granted by the state superintendent, upon appeal by the  
19 institution.

20 **SECTION 24.** PI 4.06 (6) (a) 1, 2 and 3 are renumbered PI 4.06 (6) (a) 3, 1 and 2,  
21 respectively, and PI 4.06 (6) (a) 2 and 3, as renumbered, are amended to read:

22 PI 4.06 (6) (a) 2. ~~A passing score~~ Passing scores on a standardized ~~examination~~  
23 examinations in mathematics, in reading, and in writing for admittance to under-  
24 graduate professional education programs. The standardized ~~examination~~ examinations  
25 and the passing ~~score~~ scores shall be determined by the state superintendent. ~~The~~  
26 ~~standardized examination may not be taken more than 3 times.~~

1           3. A cumulative grade point average of not less than 2.5 on a 4.0 scale com-  
2     puted on at least 40 semester credits of collegiate level course work for undergraduate  
3     programs, or a cumulative grade point average in the bachelor's degree of not less than  
4     2.75 on a 4.0 scale for advanced program admission. Standing in the upper 50% of the  
5     class as determined by written institutional policy may be accepted for undergraduate  
6     or advanced program admission in lieu of grade point average.

7           4. Exceptions to the established passing scores on standardized tests and the  
8     minimum cumulative grade point average or the class standing requirement may be  
9     granted to no more than 10% of the total number of students admitted to the pro-  
10    fessional education program for each admission period. Exceptions may not be granted  
11    to students who fail to achieve both the passing scores on the standardized examina-  
12    tions and the minimum grade point or class standing requirements. The SCD shall  
13    adopt written policies and procedures pertaining to exercising exceptions to the  
14    established passing scores on standardized tests and the minimum cumulative grade  
15    point average and ~~the~~ class standing  
16    ~~requirement~~ requirements. The written policies and procedures shall include a student  
17    appeal process.

18           **SECTION 25.** PI 4.06 (6) (c) 3 is amended to read:

19           PI 4.06 (6) (c) 3. A passing score on a standardized examination in each major,  
20    minor, concentration and advanced program in which a license will be sought. The  
21    standardized examination will be administered by the department and the passing score  
22    shall be determined by the state superintendent. ~~The standardized examinations may~~  
23    ~~not be taken more than 3 times.~~ The state superintendent may exempt specific pro-  
24    grams from the requirements of this subdivision or may modify the administration and  
25    format of the examination if valid and reliable examinations are not commercially

1 available or if the number of licenses issued in a specific area does not justify the  
2 development of a valid, reliable examination.

3 **SECTION 26.** PI 4.06 (6) (c) 4 is created to read:

4 PI 4.06 (6) (c) 4. The state superintendent shall establish an effective date for  
5 the requirements in s. PI 3.05 (7) (b) and notify institutions offering programs under ch.  
6 4 at least one year before passing tests in the major, minor, concentration, or advanced  
7 program will be required for licensure under s. PI 3.05 (7) (b) 1.

8 **SECTION 27.** PI 4.67 (intro.) is amended to read:

9 PI 4.67 (intro.) ~~Sections 4.68 through 4.78 contain~~ This subchapter contains the  
10 specific program approval standards for professional education programs which require  
11 study at the post-baccalaureate degree level, except those leading to administrative  
12 licensure. Each program shall also meet the requirements of ss. PI 4.07, 4.10 and 4.11  
13 and the specific requirements for each type of license in ch. PI 3.

14 **SECTION 28.** PI 4.69 is renumbered PI 4.87, and PI 4.87 (intro.), as renumbered,  
15 is amended to read:

16 PI 4.87 (intro.) A professional education program under this section is not  
17 required to meet the common rules under s. PI 4.81. A professional education program  
18 leading to licensure as an instructional library media supervisor shall meet the  
19 standards in s. PI 4.68 and the following standards:

20 **SECTION 29.** Subchapter IX of ch. PI 4 is created to read:

21 **SUBCHAPTER IX**

22 **ADVANCED PROGRAMS: ADMINISTRATIVE LICENSURE**

23 **PI 4.80 APPLICABILITY.** This subchapter contains the specific program approval  
24 standards for professional education programs leading to administrative licensure.

1           **PI 4.81 ADMINISTRATIVE LICENSE PROGRAMS: COMMON RULES.** Except as  
2 specified in s. PI 4.87 (intro.), all professional education programs leading to  
3 administrative licensure under this subchapter shall meet all of the following  
4 standards:

5           (1) The program shall require undergraduate or graduate study of child  
6 psychology, early adolescent psychology, and adolescent psychology, or in human  
7 growth and development from birth to adult.

8           (2) The program shall meet the standards in s. PI 4.11 relating to human  
9 relations.

10          (3) The program shall require graduate study of all of the following:

11           (a) Organization and operation of public schools.

12           (b) Governance of education at the national, state and local levels.

13           (c) Supervision of instruction.

14           (d) Evaluation of personnel.

15           (e) School finance and taxation.

16           (f) School business and administration

17           (g) School law: general.

18           (h) School law: employes contract administration.

19           (i) School law: pupils and special education.

20           (j) School and community relations.

21           (k) Politics of education.

22           (L) Educational leadership including participatory management, long-range  
23 strategic planning, and change agent processes.

24           (m) Human relations.

25           (n) Oral and written communications.

1           (4) Each program shall also meet the requirements of s. PI 4.10 (3) and (4) and  
2 the specific requirements for each license in subch. XII of ch. PI 3.

3           **PI 4.82 SUPERINTENDENT: SPECIFIC STANDARDS.** A professional education  
4 program leading to licensure as a superintendent shall meet all of the following  
5 standards:

6           (1) The program shall require completion of the requirements under s. PI 4.83  
7 leading to licensure as a principal, if the student has not previously completed them.

8           (2) The program shall require graduate study of the superintendency.

9           (3) The program shall require graduate study of the economics of education,  
10 public finance, and taxation.

11           (4) The program shall require graduate study of advanced program planning and  
12 evaluation, including theory, research and practice regarding the organization and  
13 operation of public schools.

14           (5) The program shall require graduate study of the advanced politics of  
15 education, including local, state and national politics of educational decision-making;  
16 and the role of pressure groups in the shaping of educational policy at the local, state  
17 and national levels.

18           (6) The program shall require graduate study of personnel administration.

19           (7) The program shall require graduate study of collective bargaining.

20           (8) The program shall require graduate study of employee contract  
21 administration.

22           (9) The program shall require a practicum or graduate internship in the super-  
23 intendency.

24           **PI 4.83 PRINCIPAL: SPECIFIC STANDARDS.** All professional education pro-  
25 grams leading to licensure as a principal shall meet all of the following standards:

1 (1) The program shall require graduate study of the operational tasks of the  
2 principalship.

3 (2) The program shall require graduate study of the instructional leadership of  
4 the principalship.

5 (3) The program shall require graduate study of the coordination of special  
6 education programs, including organization structure, program planning, policy form-  
7 ation and curriculum development.

8 (4) The program shall require graduate study of curriculum development, at the  
9 elementary/middle level for the elementary/middle level principal license or at the  
10 middle/secondary level for the middle/secondary principal license.

11 (5) The program shall require a practicum or graduate internship in the  
12 principalship.

13 **PI 4.84 DIRECTOR OF INSTRUCTION: SPECIFIC STANDARDS.** A professional  
14 education program leading to licensure as a director of instruction shall all of meet the  
15 following standards:

16 (1) The program shall require graduate study of the coordination of special  
17 education programs, including organization structure, program planning, policy form-  
18 ation and curriculum development.

19 (2) The program shall require graduate study of advanced program planning.

20 (3) The program shall require graduate study of advanced program evaluation.

21 (4) The program shall require graduate study of tests and measurements,  
22 including norm-referenced and teacher-constructed testing.

23 (5) The program shall require graduate study of elementary level curriculum  
24 development.

25 (6) The program shall require graduate study of middle level curriculum  
26 development.

1 (7) The program shall require graduate study of secondary level curriculum  
2 development.

3 (8) The program shall require a practicum or graduate internship in the director  
4 of instruction.

5 **PI 4.85 DIRECTOR OF SPECIAL EDUCATION AND PUPIL SERVICES:**

6 **SPECIFIC STANDARDS.** A professional education program leading to licensure as a  
7 director of special education and pupil services shall meet all of the following  
8 standards:

9 (1) The program shall require graduate study of the administration and  
10 supervision of special education programs, including the theoretical and practical  
11 aspects of special education administration, supervision, financing and staffing.

12 (2) The program shall require graduate study of the administration and  
13 supervision of pupil service programs, including the theoretical and practical aspects  
14 of pupil services administration, supervision, financing and staffing.

15 (3) The program shall require graduate study of school law, as it relates to  
16 health, family, social services, juvenile justice and the children's code under ch. 48,  
17 Stats.

18 (4) The program shall require graduate study of tests and measurements,  
19 including norm-referenced and teacher constructed testing.

20 (5) The program shall require a practicum or graduate internship in the director  
21 of special education and pupil services.

22 **PI 4.86 SCHOOL BUSINESS ADMINISTRATOR: SPECIFIC STANDARDS.** A

23 professional education program leading to licensure as a school business administrator  
24 shall meet all of the following standards:

25 (1) The program shall require graduate study of accounting.

1 (2) The program shall require graduate study of data management and  
2 processing.

3 (3) The program shall require graduate study of risk management.

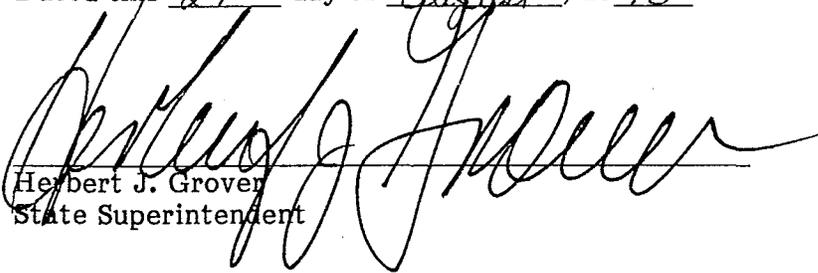
4 (4) The program shall require graduate study of school facilities.

5 (5) The program shall require graduate study of collective bargaining, contract  
6 administration or support services.

7 (6) The program shall require a practicum or graduate internship in school  
8 business administration.

The proposed rules contained in this order shall take effect upon publication in the Wisconsin Administrative Register, as provided in s. 227.22 (2) (intro.), Stats.

Dated this 24<sup>th</sup> day of August, 1990

  
Herbert J. Grover  
State Superintendent

MBPB6