

f. Administration of public school districts.

3. Work experience outside of teaching to include at least 2,000 hours in one or more occupational fields. Collegiate field experience resulting in college credit may be used to satisfy occupational requirements, each contact hour counting up to 3 clock hours of occupational experience. Workshops may be substituted for occupational experience as follows: one clock hour of approved workshop experience counts up to 3 clock hours of occupational experience. Approval by the state superintendent is required.

4. Three years of successful teaching in a vocational subject area identified as such by the state superintendent, or 2 years of secondary teaching in vocational subject areas and an additional 2 years in administration and/or guidance.

(b) A 5-year license will be granted upon presentation of evidence of 3 years of successful employment as a local vocational education coordinator during the period of the 3-year license.

(c) Five-year certificates may be renewed by presenting evidence of the completion of 5 semester hours of collegiate credit or 475 clock hours of appropriate occupational experience which contributes to broadening the vocational competency of the applicant may be substituted for college credit. Collegiate field experience resulting in college credit may be used to satisfy occupational requirements, each contact hour counting up to 3 clock hours of occupational experience. Workshops may be substituted for occupational experience as follows: one clock hour of approved workshop experience counts up to 3 clock hours of occupational experience. Workshops must have prior approval of the state superintendent. These requirements are to be fulfilled within the immediate preceding 5-year period.

(7) REMEDIAL READING. A Wisconsin teacher's license based upon a degree is required. In addition 12 special semester credits must be obtained. Courses in remedial reading and in a remedial reading clinic are required. The remaining credits may be chosen from adolescent literature, children's literature, techniques of improving developmental reading and techniques of teaching the mentally handicapped. Three years of teaching experience are a prerequisite to obtaining this license.

(8) NON-PROFESSIONAL FIELDS OF SERVICE. Under section 115.29 (3), Wis. Stats., certification will not be required of people assisting teachers in the broad instructional program except where certification classifications of non-professional school employees have been established.

(a) *Handicapped children's aide*. A handicapped children's aide license may be issued to a person serving as a teacher's aide or paraprofessional assigned to a special education program or service supported by the handicapped children's services division. Role and function will be determined by the professional educator whom the handicapped children's aide assists and may encompass clerical, house-keeping, supervisory or instructional assistance depending upon the competency, background and training of the specific teacher aide or paraprofessional. Such a license may be issued to a person with 3 years of experience in the supervision of structured youth activities, or to persons who have completed 3 years of college education, or a

reasonable combination of these criteria, and who are at least 20 years of age.

Resnum to be (10)

(9) LICENSE BASED UPON EXPERIENCE. A 2-year license may be granted to a person who presents evidence of full accreditation under section 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 3 year renewal license may then be issued upon proof of 2 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.

Resnum to be (10)

(10) 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.

Resnum to be (12)

(11) SUBSTITUTE TEACHERS. Term certificates allowing persons to serve as substitute teachers in the public schools may be issued to applicants who have held a regular Wisconsin credential which has expired or the equivalent credential issued in another state.

History: 1-2-56; am. (1), (2), (3); cr. (4) and (5), Register, November, 1958, No. 35, eff. 12-1-58; am. intro. par., (1), (2), (2) (a), (3), (3) (a), (3) (a) 1, (3) (a) 2, (3) (a) 3; cr. (3) (a) 4 and (3) (a) 5; am. (3) (b) and (3) (c); renum. (3) (d) to be (3) (f); cr. (3) (d) and (3) (e); am. (4), (4) (a), (b); r. (4) (c); renum. (4) (d) to be (4) (c); am. (5), Register, September, 1960, No. 57, eff. 10-1-60; am. intro. par.; cr. (3) (a) 6; renum. (3) (e) to be (3) (g); renum. (3) (f) to be (3) (h); cr. (3) (e); (6), (7), (8), Register, June, 1962, No. 78, eff. 7-1-62; renum. (4) (b) and (c) to be (4) (c) and (4) (d) and cr. (4) (b). Register, August, 1964, No. 104, eff. 9-1-64; rn. (3) (a) 4, 5, and 6, to be (3) (a) 6, 7, and 8; cr. (3) (a) 4, and 5; am. (6) (intro. par.); cr. (9), Register, September, 1966, No. 129, eff. 10-1-66; r. and recr. (4) (b), Register, April, 1968, No. 148, eff. 5-1-68; r. and recr. (6), Register, March, 1969, No. 159, eff. 4-1-69; r. and recr. (4) (a), r. (4) (b), renum. (4) (c) to be (b), (4) (d) to be (c), (5) to be (6), (6) to be (7), (7) to be (8), (8) to be (9), (9) to be (10) and cr. (5), Register, July, 1969, No. 163, eff. 8-1-69; am. intro. par.; r. and recr. (1); renum. (6) to be (7); cr. (6); renum. (7) to be (8); (8) to be (9); (9) to be (10); (10) to be (11), Register, May, 1970, No. 173, eff. 6-1-70; am. (3) (a) intro. par., Register, October, 1970, No. 178, eff. 11-1-70.

PI 3.04 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. Certificates are given to persons who are recommended by the proper college authorities and who have completed a program approved by the state superintendent of public instruction. Approved programs must meet the minimum requirements set by the state superintendent but they may go beyond these minimums as determined by each teacher preparation institution and as approved by the state superintendent.

(1) Five-year non-renewable certificates may be issued to graduates of recognized 2 year elementary teacher courses at the expiration of the 2 year license described in section PI 3.03(2). The issuance of the renewal certificate shall be based upon proof of success as reported by superintendents, supervisors and principals and upon proof of the applicant having secured at least 6 semester credits of college work toward the bachelor's degree acceptable to the state superintendent. For any further certification the bachelor's degree in

elementary education will be required. This rule shall take effect with the 2 year graduates of 1961.

(2) Since the graduate from a 2 year professional course in elementary education is allowed a total of 7 years to secure a degree in elementary education, the graduate of a 3 year course may have the same length of time after completing a 2 year course or the second year of a 3 year course. Term certificates will be issued upon graduation from the 3 year course in elementary education in accordance with the amount of time left within the above-mentioned period. For further certification the bachelor's degree in elementary education will be required. This rule shall take effect with the 3 year graduates of 1962.

(3) Life certificates may be granted to teachers who have earned bachelors' degrees or their equivalent and who are fully qualified graduates of a college or university accredited for teacher education under the following conditions.

(a) *Life certificates.* The unlimited or life certificate issued under date of July 1, 1962 or thereafter, for all types of certification, will be valid so long as the holder remains actively in the public school teaching profession. The credential shall become invalid if for 5 or more consecutive years the holder is not actively employed in a position in public education requiring the holding of a valid license. A person substituting for one-half of a school year shall be considered actively employed for that year. Such nullified credential may be renewed under regulations in force at the time of the application for renewal.

(b) *High school teachers.* They must hold a bachelor's degree and must have met the pattern of preparation approved by the state superintendent. Life certificates may be granted only in the major subject or subjects of preparation and such other subjects that have been taught successfully in Wisconsin public junior or senior high schools for at least three years and which were endorsed on a regular Wisconsin license during that period of time. At least 1 of the 3 years shall have been within the 3 year period prior to the application for the life certificate. Proof of success shall be furnished as requested by the state superintendent.

(c) *Elementary teachers.* They must have met the pattern of preparation approved by the state superintendent and must be properly recommended graduates of a degree course or its equivalent in elementary education from a college or university accredited to offer a degree in the preparation of elementary teachers. Each applicant for a life certificate in elementary teaching must have held a regular license or licenses to teach in Wisconsin elementary schools and must have taught successfully under such license or licenses for at least 3 years in Wisconsin public elementary schools. At least 1 of the 3 years shall have been within the 3 year period immediately prior to the application for the life certificate. Proof of success shall be furnished as requested by the state superintendent.

(d) *Special field teachers as described in PI 3.03 (4).* To secure a life certificate in a special field a teacher must hold a degree from an accredited college or university and must have secured an acceptable major or master's degree in that special field. The applicant must have taught successfully in the special field while holding a regular

Wisconsin license or licenses for at least 3 years. Such teaching must have been done in Wisconsin public schools.

Note: Life certificates may be issued to holders of minors in elementary school music teaching.

History: 1-2-56; am. (1); renum. (2) to be (3) and am.; cr. (2), Register, November, 1958, No. 35, eff. 12-1-58; am. (3); renum. (a), (b) and (c) to be (b) (c) and (d); cr. (3) (a); am. (3) (b), (3) (c) and (3) (d), Register, September, 1960, No. 57, eff. 10-1-60; am. intro.-par.; Register, June, 1962, No. 78, eff. 7-1-62; am. intro. par., Register, May, 1970, No. 173, eff. 6-1-70

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

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

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

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

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

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

(e) The state superintendent may also determine equivalency.

(2) PROVISIONAL SCHOOL PSYCHOLOGIST.

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

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

Area Requirements

Area A—Psychological Foundations—12 semester credits required

*Child or adolescent psychology

*Psychology of learning

*Educational statistics

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*Psychopathology (abnormal)

Research Methods

Area B—Psychological Methods and Training—15 hours

*Group intelligence and achievement testing

*Individual intelligence testing

*Supervised clinical practicum (6 hours—Level A)

*Assessment of personality (Projective and nonprojective)

Personality theory

Individual child therapy

Interviewing and counseling techniques

Case study techniques

Area C—Educational Foundations—6 hours

History of education

Philosophy of education

Educational Sociology

Comparative education

Social issues in education

Area D—School Organization and Programs—9 hours

*Diagnosis and remediation learning differences

*Educational programming for exceptional children

*Curriculum

Educational courses

Area E—Electives

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

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

(3) SCHOOL PSYCHOLOGIST I

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

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

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

(4) SCHOOL PSYCHOLOGIST II

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

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

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

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

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

(5) **TEACHERS OF TRADES.** Licenses to teach technical courses such as plumbing, electricity and allied subjects may be issued to otherwise unqualified people who have had at least 3 years of practical experience beyond apprenticeship and who successfully complete 18 semester hours of college work in education. The areas of educational psychology, methods of teaching and student teaching shall be included. The student teaching program under college supervision of the proper college authority may be established on the job.

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

(b) In general professional training 18 semester credits are required of which child or adolescent development, group tests and measurements, practice teaching with normal children and curriculum

planning are required. The remaining credits may be chosen from methods of instruction, history of education, personality adjustment, educational sociology, fundamentals of speech, audio-visual education, recreation, guidance, kindergarten-primary methods and educational psychology.

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

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

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

2. Teaching of the mentally retarded. Twelve semester credits of special work are required of which methods of teaching the mentally handicapped, practice teaching of the mentally handicapped and *introduction to mental retardation* are required. The remaining credits may be chosen from courses in remedial reading, curriculum for the mentally handicapped, occupational information and guidance for the mentally handicapped, recreation for the mentally handicapped, arts and crafts, music education for the retarded and educational problems of the cerebral palsied.

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

4. Speech correction specialization. Twenty-one semester credits are required. Introductory speech correction and/or language development, advanced speech correction, techniques of teaching speech correction, practice teaching speech correction, phonetics, hearing rehabilitation and/or acoustic instrumentation and organs of speech and hearing will be required, and the remaining credits may be chosen from speech for deaf, remedial reading and psychology of speech. Note: Personality adjustment in sub. (6) (b) may be used in lieu of curriculum.

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

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6. Emotionally disturbed. Fifteen semester hours of special work are required, of which methods of teaching the emotionally disturbed and/or the socially maladjusted, practice teaching of disturbed children, remediation of learning difficulties are required. The remaining credits may be chosen from courses in remedial reading clinic, internship with disturbed children (state superintendent to determine), nature and needs of children who are emotionally disturbed, practicum in behavior problems, child psychiatry, abnormal psychology, introduction to mental retardation, agencies serving emotionally disturbed and/or socially maladjusted children, arts and crafts, survey in occupational therapy techniques, juvenile delinquency, diagnosis and treatment of pupil adjustment difficulties, clinical studies in guidance and emotional and personality development in the elementary school.

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(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. Such refresher course shall be in substantial accordance with a course of study to be prepared by the department of public instruction.

2. High schools shall have their plans for teaching driver education approved by the state department of public instruction. 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 department of public instruction for approval. Summer courses may be accepted based upon similar criteria.

3. The teacher of the practice driving phase shall possess a valid Wisconsin certificate to teach driver education issued by the department of public instruction. Effective July 1, 1962, the teacher of the classroom phase shall also possess such certification.

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

b. During a summer program, any person under 18 years of age and students 18 and 19 years of age who were regularly enrolled during the preceding school year 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. 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

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driving range and/or instruction in a driving simulator for a portion of the practice driving instruction time. Such consideration will be based on the specific program proposed by the local district and on national recommendations such as those set forth in the national commission on safety education publication: "Policies and Practices for Driver Education, 1960 Edition."

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

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

c. Effective July 1, 1963, if a period of more than one year and one month elapses between completion of the classroom phase and the commencement of the practice driving phase, a refresher course of classroom instruction is required. Such a course shall be in substantial accordance with a course of study to be prepared by the department of public instruction.

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

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

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

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

c. The teacher shall have earned at least 6 semester hours of approved credit in the field of driver and safety education in an accredited teacher education college. At least 3 semester hours of such credit shall be in driver education and shall include experience in teaching practice driving. Teachers have a minimum preparation of 2

semester hours' credit in basic driver education, who have been teaching driver education regularly for at least one of the past 2 years and who meet the requirements in a and b above, will be approved until July 1, 1963. After this date, all teachers shall meet the 6 credit requirement.

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

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

a. Any person under 18 years of age.

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

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

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

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

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

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

(a) *General requirements.*

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

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

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

1. A course or courses in curriculum. Minimum of 2 semester hours. (A person qualifying with elementary school teaching experi-

ence will meet this requirement by acquiring credit in a high school curriculum course. A person with high school teaching experience will qualify with an elementary school curriculum course.)

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

*Methods: Basic audiovisual course

*Production of audiovisual materials

*Administration (audiovisual)

Electives

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

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

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

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

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

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

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

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

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

(10) SCHOOL COUNSELOR. Standards contained in this section take effect September 1, 1968, and shall apply to those who perform counseling and guidance functions in an organized fashion. The recognized advisory duties of the regular classroom teacher shall not be considered as counseling and guidance. Proper certification of all school counselors spending one-fourth of the school day or more as counselors is required. Holders of school counselor—grade B certificates expiring

after September 1, 1968, will, upon application, be certified as **provisional school counselors** upon evidence of successful experience in school counseling. Holders of school counselor—grade A certificates expiring after September 1, 1968, will, upon application, be issued the professional school counselor certificate upon evidence of successful experience in school counseling. Persons born before July 1, 1913, may indefinitely renew certification as provided under standards in force in 1967.

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

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

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

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

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

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

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

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

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

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

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

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

2. All competency requirements listed for provisional school coun-

selor certification and all of the following shall be included in the master's degree program or the 30 semester hour substitute:

- a. Ability to organize and administer guidance services effectively.
 - b. Knowledge of other pupil personnel and community resources.
 - c. Ability to analyze and synthesize data pertinent to both individual and group behavior.
 - d. Ability to interpret relevant pupil personnel research and to perform action research to improve school practices.
3. This certificate may be issued for 5 years and may be renewed upon evidence of successful experience as a school counselor.

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

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

This certificate is granted on an unlimited basis.

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

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

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

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

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

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

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

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

(14) VALIDITY OF LIFE CERTIFICATES. All life certificates obtained under PI 3.20 (1), (2), (3), (4) and (5) will be valid only so long as the holder remains actively employed in a public school professional position for which his license entitles him to employment. The credential shall become invalid if for 5 or more consecutive years the holder is not actively employed in a position in public education

requiring the holding of a valid Wisconsin license. Such nullified credential may be renewed under regulations in force at the time of the application for renewal.

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