

issued only to a student recommended by the proper teacher preparing college or university authorities and must hold senior or graduate ranking. A signed request by the administrator of schools of the participating district must be filed as a condition for the issuance of such license.

**History:** 1-2-56; am. intro. par., and (1), Register, November, 1958, No. 35, eff. 12-1-58; am. intro. par; (2), (2) (d); cr. (2) (g), Register, September, 1960, No. 57, eff. 10-1-60; am. (1), Register, June, 1962, No. 78, eff. 7-1-62; am. intro. par. by renum. references from PI 3.03 (1), (2), (3), (4), (5) to be PI 3.03 (2), (3), (4), (5), (6), Register, February, 1972, No. 194, eff. 3-1-72.

**PI 3.02 Special licenses.** (1) A special license is an instrument, limited in time to one year or fraction thereof and to one specific job, to permit the employment of a legally qualified teacher who does not meet the legal qualifications for the teaching position he is asked to handle. Such license shall expire as of June 30 of the school year of issue or earlier.

(2) No special license will be renewed unless at least 6 semester hours of college work are taken between the date of issuance and the date of renewal. Such work must be directed toward the deficiency or deficiencies.

(3) The district administrator of the school must request such license in writing and must explain and justify the need.

(4) The state superintendent may, at his discretion, issue a teaching credential to an eminent scholar or scientist upon the recommendation and at the request of a school administrator who will attest that he wishes said person to be employed in his school system. A renewal credential may be granted upon request with affirmation of successful teaching. Eminence to be determined through the applicant's peers.

**History:** 1-2-56; cr. (4), Register, September, 1960, No. 57, eff. 10-1-60; am. (3), Register, August, 1977, No. 260, eff. 9-1-77.

**PI 3.03 Licenses.** A license is a 1, 2 or 3 year instrument which indicates that the holder is fully qualified to teach the subjects or at the grade levels endorsed on the license. Licenses 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. The state superintendent shall conduct an on-site review at all institutions that prepare professional school personnel at least once each fifth year for the purpose of approving programs leading to the licensure of such school personnel. 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. A teacher under the rules and regulations of the state department is a person whose work includes the exercise of any educational function for compensation, in any of the public schools, in instructing pupils, or in administering, directing or supervising any educational activity.

(1) **HUMAN RELATIONS.** (a) Preparation in human relations, including intergroup relations, shall be included in programs leading to initial certification in education. Institutions of higher education shall provide evidence that preparation in human relations, including intergroup relations, is an integral part of programs leading to initial certification in education and that members of various racial, cultural,

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and economic groups have participated in the development of such programs.

(b) Such preparation shall include the following experiences:

educator whom the special education program aide assists and may encompass clerical, housekeeping, supervisory or instructional assistance depending upon the competency, background and training of the specific training aide or paraprofessional. Such license may be issued to a person who is at least 18 years of age and has had 3 years of experience in the supervision of structured youth activities, or has completed 3 years of college education, or a combination of the above preparation and/or experience totaling 3 years, or has completed a planned two-year program in child care and development approved by the department of public instruction.

(12) **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 2 and 3 years licenses.

(13) **REFRESHER WORK.** (a) Teachers who have not been regularly employed within the teaching profession within the past 5 years, but who are endorsed by a college or university as having completed an Approved Teaching Program, may be issued a one-year license upon the written request of an employing district administrator. Renewal of this licensure to a regular term license is dependent upon the completion of 6 semester hours of refresher work in methods and/or academic subjects.

(b) A regular term license may be granted to applicants who are endorsed by a college or university as having completed an Approved Teaching Program and who present evidence of 6 semester hours of refresher work in methods and/or academic subjects at the time of application.

(14) **SUBSTITUTE TEACHERS.** Term certificates allowing persons to serve as substitute teachers in the public schools may be issued to applicants who have held or are eligible to hold 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. (6), 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. (6), 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; r. and recr. (7), renum. (8) to be (9), cr. (8), renum. (9) to be (10), (10) to be (11) and (11) to be (12), Register, October, 1971, No. 190, eff. 11-1-71; renum. (1) through (12) to be (2) through (13) and cr. (1); renum. reference in (6) (c) (e) and (f) as renum. to be (6) (b) instead of (5) (b); renum. reference in (9) (c) 2, as renum. to be (8) (c) 3 instead of (7) (c) 3, Register, February, 1972, No. 194, eff. 3-1-72; r. and recr. (4) (c), Register, May, 1972, No. 197, eff. 6-1-72; renum. (2) through (13) to be (3) through (14) and cr. (2); renum. reference

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in (7) (c) (e) (f) as renum. to be (7) (b) instead of (6) (b); renum. reference (10) (c) 2 as renum. to be (9) (c) 3 instead of (8) (c) 3, Register, June, 1973, No. 210, eff. 7-1-73; r. and recr. (7), Register, December, 1975, No. 240, eff. 1-1-76; am. (intro.) and (6) (a) (intro.), Register, September, 1976, No. 249, eff. 10-1-76; am. (11) (a), Register, March, 1977, No. 255, eff. 4-1-77; r. and recr. (13) and am. (14), Register, August, 1977, No. 260, eff. 9-1-77.

**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 Wis. Adm. Code section PI 3.03 (4). 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 dated July 1, 1962 or thereafter, for all types of certification, will be valid so long as the holder remains active in the teaching profession. The credential shall become invalid if for 5 or more consecutive years the holder is not actively employed in a position in the teaching profession requiring the holding of a valid license. A person substituting for 90 days under a valid license shall be considered actively employed for that year. Such nullified credential may be renewed by presenting evidence of a minimum of 6 semester hours of refresher work in methods and/or academic subjects.

(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 3 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 (6).* 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 or in approved Wisconsin private schools. A teacher issued a license to teach in a special field on the basis of an acceptable minor must have secured an acceptable major or master's degree in that special field within 3 years of the date of graduation for further certification in that field. This requirement is effective for all who receive initial licenses on the basis of a minor after June 30, 1974.

**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. 36, 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; renum. reference in (1) to PI 3.03 (2) to be PI 3.03, (3) Register, February, 1972, No. 194, eff. 3-1-72; am. (3) (d), Register, April, 1973, No. 208, eff. 5-1-73; renum. reference in (1) to PI 3.03 (3) to be PI 3.03 (4) and renum. reference in (3) (d) title to PI 3.03 (6) to be PI 3.03 (6), Register, June, 1973, No. 210, eff. 7-1-73; am. (3) (a), Register, August, 1977, No. 260, eff. 9-1-77.

**PI 3.10 Special rules. (1) LIBRARIAN. (a) School librarian.** Candidates must hold a valid Wisconsin teaching license, or be eligible for such license, or, in the case of degree-holding candidates, must successfully complete an approved program of 18 semester hours of professional education including field experience in public school library service.

1. Minimum credits for certification (covering both elementary and secondary schools) will be 22 semester hours in library science and related fields, including all of the following:

- a. Administration of the school library/instructional materials center
- b. Selection and use of audio-visual materials
- c. Selection and use of printed materials
- d. Adolescent literature

- e. Children's literature
- f. Cataloging and classifying
- g. Reference sources for schools

**EXCEPTIONS:** Certification as an elementary school librarian requires a course in children's literature, but not adolescent literature.

Certification as a secondary school librarian requires a course in adolescent literature, but not children's literature.

2. Additional courses may be selected from:

- a. Principles of elementary and secondary curriculum development
- b. Developmental reading
- c. Remedial reading
- d. Audio-visual materials and instruction
- e. Student teaching in school librarianship

3. The school librarian license is valid for 3 years.

(b) *Unlimited school librarian.* Issued to applicants meeting requirements for school librarian who have completed 3 years of successful experience as a Wisconsin public school librarian, and who have completed a master's degree in library science or instructional materials. Thirty-two semester hours in library science and related subjects may be substituted for the master's degree, if a minimum of 10 semester hours in such subjects as library science, audio-visual materials and instruction, instructional materials, and social foundations of librarianship is obtained after the granting of the bachelor's degree.

(c) *School librarian supervisor.* Qualifications are completion of a master's degree in library science or related area, 5 years of successful experience as a public school librarian, and completion of courses beyond the master's degree in principles of school administration, supervision (or personnel management), and school librarianship and/or information science. This certification is not required.

(d) *Effective date.* The standards in section PI 3.10 (1) are effective July 1, 1970. Persons holding a valid Wisconsin school librarian certificate prior to July 1, 1970 may continue such certification under standards in force prior to July 1, 1970. Initial certification under the standards in this section is for 3 years.

(2) **DRIVER EDUCATION.** (a) As of July 1, 1969, a teacher must be a certified driver and safety education teacher to teach driver and/or safety education courses.

(b) In order to receive a license to teach driver education, a person must hold a Wisconsin teaching license and must have earned at least 6 semester hours of approved credit in the field of driver and safety education in an accredited teacher education college. At least 3 semester hours of such credit shall be in driver education which shall include a minimum of 10 class periods of experience in teaching practice driving. Applicants for the driver education license must have a minimum of 3 years driving experience while holding a state driver's

license, hold a current Wisconsin driver's license, and have an acceptable driving record.

(c) As of July 1, 1969, a teacher must have successfully completed a basic driver education course, an advanced driver education course, and a general safety education course consisting of at least a total of nine semester hours. Six or more of these semester hours must consist of basic and advanced driver education course work and the balance,