

DEPARTMENT OF PUBLIC INSTRUCTION

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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.

(11) **READING TEACHER.** (a) Any person who has a specific assignment to teach reading must hold certification as a reading teacher.

(b) Certification of the reading teacher shall be mandatory as of July 1, 1972.

(c) 3 year license. The applicant must have completed and/or possess the following:

1. A Wisconsin teacher's license based upon a bachelor's degree.

2. Two years of teaching experience.

3. A minimum of 15 semester credits, 9 of which must be taken beyond the bachelor's degree and 6 of which may be taken within the bachelor's degree:

*a. Teaching of reading—elementary for certification K-8 and/or Teaching of reading—secondary for certification 7-12.

*b. Reading disability.

*c. Reading clinic practicum.

d. Electives are to be chosen from language arts; language and learning disabilities; measurement and/or evaluation; literature for children and/or adolescents; child and/or adolescent psychology; or advanced courses and seminars in reading.

(d) 2 year, nonrenewable licensure. The applicant must have completed and/or possess the following:

1. A Wisconsin teacher's license based upon a bachelor's degree.
2. A minimum of 7 semester credits applicable towards unlimited certification.
3. The recommendation of a school district personnel officer or a higher-education faculty member engaged in the training of reading personnel.

(12) **READING SPECIALIST.** (a) The reading specialist certification shall be held by those working with reading teachers, classroom teachers, and others as a resource teacher to improve competency and interest in the teaching of reading and to prevent reading disabilities.

(b) Certification of the reading specialist shall be mandatory as of July 1, 1972.

(c) 3 year license. The applicant must have completed and/or possess the following

1. All requirements for the unlimited certification as reading teacher in addition to having the master's degree with a major emphasis in reading or at least a 30 semester hour program equivalent to the master's degree.

2. In addition to the courses listed in Wis. Adm. Code section PI 3.03 (9) [(10)] (c) 3, course requirements should be selected from:

- *a. Measurement and/or evaluation
- *b. Supervision and administration of reading programs
- *c. Advanced reading courses and seminars
 - d. Learning and human development
 - e. Language and learning disabilities and techniques
 - f. Curriculum, history, and philosophy of education
 - g. Exceptional children
 - h. Guidance and counseling
 - i. Internship with a qualified reading specialist or consultant
 - j. Educational and psychological research

3. Two years of teaching or supervisory experience involved with the teaching of reading.

(d) 2 year, nonrenewable licensure. The applicant must have completed and/or possess the following:

1. All requirements for the reading teacher.
2. At least half (15 hours) of the course work listed above.
3. The recommendation of a school district personnel officer or a higher-education faculty member engaged in the training of reading personnel.

(13) **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 employes have been established.

(a) *Special education program aide.* A special education program aide's license may be issued to a person serving as a teacher's aide or a paraprofessional assigned to a special education program or service for exceptional children supported by the division for handicapped children. Role and function will be determined by the professional 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.

(14) **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.

(15) **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.

(16) **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. (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; 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 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 (5) (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; renum. (4) to (14) to be (5) to (15) and cr. (4), Register, October, 1977, No. 262, eff. 7-1-78; cr. (6) (b) 1 to 4, Register, October, 1977, No. 262, eff. 7-1-80; cr. (4) (c) and r. and recr. (8), Register, November, 1978, No. 275, eff. 12-1-78; r. (6) (d) and r. and recr. (7), Register, January, 1979, No. 277, eff. 2-1-79; renum. (2) to be (3), cr. (2), renum. (3) to (15) to be (4) to (16), Register, April, 1979, No. 280, eff. 5-1-79.

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) [(5)]. 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.

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; 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 (5) 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; r. (3) (d), Register, January, 1979, No. 277, eff. 2-1-79.

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 9 semester hours. Six or more of these semester hours must consist of basic and advanced driver education course work and the balance, 3 semester hours, must be in general safety education course work.

(d) As of July 1, 1965, the first certificate issued to a beginning driver education teacher shall be a provisional one, for 3 years only. At the end of 3 years of successful teaching, a 5 year certificate may then be issued.

(e) As of July 1, 1976, all driver and traffic safety education teachers must have at least 15 semester hours of approved credit in driver and traffic safety education for initial or renewal of licensure. Nine semester hours shall include a basic driver education course, an advanced driver education course, and a general safety education course. Six semester hours shall include specific courses in driver and traffic safety education that place emphasis upon critical factors that influence driver behavior in the driving task including course work that will develop teacher competencies in alcohol education and behavioral factors (sociological and psychological) as related to traffic safety.

(3) **SUPERVISOR OR COORDINATOR.** A supervisor or coordinator under this rule is a person employed by a public school board of education, a county handicapped children's education board, or a cooperative educational service agency as a general supervisor, special education supervisor, director of instruction, or special education director within any district, city school system, county handicapped children's education board, or cooperative educational service agency. All general supervisors, coordinators, and directors of instruction shall hold supervisors' licenses or certificates. In the case of special education supervisors, coordinators, and directors this regulation shall take effect as of the school year 1966-67 and thereafter.

(a) A supervisor or coordinator in any public school system in Wisconsin must hold or be eligible to hold a license to teach in Wisconsin at the level of supervision and must have had at least 3 years of public school teaching experience at that level. Such license shall become invalid when the holder no longer holds or is eligible to hold a valid Wisconsin teacher's credential. The months and years of employment as an active supervisor or coordinator licensed in Wisconsin as such may be counted for renewal licensing purposes, as both teaching and supervising or coordinating time.

1. To obtain a license to act as supervisor or coordinator, the applicant must be at least 24 years of age and must be a citizen of the United States. He must hold a master's degree with graduate courses in the areas of curriculum; supervision; measurements; guidance; and child and/or adolescent development. Note that this master's degree may be in any field but must contain the pattern shown in this paragraph.

2. If employed to act as supervisor or coordinator of both elementary and secondary fields, this person must have successfully completed courses at the graduate level in elementary supervision and curriculum if licensed to teach in high school or in secondary supervision and curriculum if licensed to teach in elementary schools. Supervision and curriculum courses covering both the elementary and secondary fields will be accepted.

3. The original license for supervisor or coordinator shall be for 3 years. This license may be renewed upon satisfactory proof of successful

work as supervisor or coordinator. A life certificate may be issued by the state superintendent to those successfully completing 2 post-master's degree courses in education of at least 2 credits each and by producing evidence of successful work as supervisor or coordinator for 3 or more years in Wisconsin public schools while holding a supervisor's or coordinator's license. This credential shall become invalid if for 5 or more consecutive years the holder is not actively employed as a supervisor or coordinator or director of instruction in public schools requiring the holding of a valid supervisor's license. Such nullified credentials may be renewed under regulations in force at the time of the application for renewal.

(b) To secure a special education supervisor's, coordinator's, or director's license, a person must meet the qualifications in (a) 1 and must also hold an undergraduate, or master's degree, or certification in one area of exceptionality. In addition, a person must have completed a minimum core of 6 graduate credits in the area of supervision and administration of special education programs; field work or internship in the supervision and administration of special education; and/or seminar in the supervision and administration of special education programs. The state superintendent may also substitute equivalency credit upon the submission of evidence attesting to competence in this area.

1. The original license for a level B special education supervisor, coordinator, or director shall be for 3 years and shall be issued upon the recommendation of competence by a recognized training institution. This license may be renewed upon satisfactory proof of successful work as a supervisor, coordinator, or director in special education. A life license as a Level B special education supervisor, coordinator, or director may be issued by the state superintendent to those successfully completing 2 post-master's degree courses in special education of at least 2 credits each and by submission of evidence of successful work as a special education supervisor, coordinator, or director of 3 or more years in Wisconsin public schools while holding the appropriate Level B license.

2. A Level A special education supervisor's, coordinator's, or director's license shall be for 3 years and shall be issued upon the recommendation of competence by a recognized training institution to individuals attaining a Sixth Year Specialist's Degree, or its equivalent of one year's graduate work in special education beyond the master's degree. A minimum of 18 hours of post-master's level work in the broad areas of exceptionality shall be construed as meeting this requirement. A minimum of 12 hours of this graduate work shall be in areas other than the original area of specialization in special education. A life license as a Level A special education supervisor, coordinator, or director may be issued by the state superintendent to those submitting evidence of successful work in this area for 3 or more years in Wisconsin public schools while holding the appropriate Level A license.

3. Individuals accepting new positions as supervisors, coordinators, or director of special education after the school year 1965-66 and thereafter must possess the proper certification. Those continuing in the position held in 1965-66 will be given until September 1, 1967, to qualify and will be issued provisional one-year licenses to act in this capacity.

(c) General and special education supervisors, curriculum coordinators, and others classed as supervisors within the state department of public instruction, whose regular duties take them into public schools to

work with teachers, administrators, or school boards may secure licenses as supervisors if qualified under PI 3.10 (3) (a) or (b). They may become eligible for the life certificate as supervisor as in PI 3.10 (3) (a) or (b) or by serving successfully for 3 years as a supervisor within the state department of public instruction.

Note: The following subsection (4) will expire on June 30, 1980.

(4) **SCHOOL ADMINISTRATORS.** An administrator under this rule is a person employed by a public school board of education as an assistant principal or principal of a school or as an assistant superintendent or superintendent of any district or city school system. The original administrator's certificate shall be issued for a 3 year term if the applicant meets the minimum requirements. If there are minor temporary deficiencies, one year administrative licenses may be issued which will be renewable if at least one of the course deficiencies is removed annually. After the minimum requirements are met, a regular 3 year certificate may be issued. After 3 years of successful administrative experience in Wisconsin public schools, while fully licensed, the life certificate may be granted to any administrator who holds the master's degree with the proper distribution of courses as indicated and who also has successfully completed a minimum of 2 courses of at least 2 graduate credits each at the post-master's level in subjects related to school administration, supervision or curriculum. This credential shall become invalid if for 5 or more consecutive years the holder is not actually employed as an administrator in Wisconsin public schools. To obtain a license to act as a school administrator, the applicant must be at least 24 years of age and must be a citizen of the United States. Administrators who have acquired tenure as principals in populous counties pursuant to section 40.42, Wis. Stats., need not qualify under this rule. All administrators included under sections PI 3.10 (4) (a), (b), (c) and (d) must hold the proper license for an administrator. Such license shall become invalid when the holder no longer holds a valid Wisconsin teacher's credential. The months and years of employment as an active administrator licensed in Wisconsin as such may be counted, for renewal licensing purposes, as both teaching and administration time. Note that the master's degree for administrators may be in any field but that the prescribed pattern of graduate courses in education must be taken. All references in subsection (4) (a), (4) (b) and (4) (c) to elementary or secondary supervision or curriculum shall be considered as having been met if courses covering grades 1-12 have been taken.

(a) *Elementary school principal.* A principal of any public elementary school must hold or be eligible to hold a general license to teach at the elementary level in Wisconsin. A principal of any public elementary school housing or employing 6 or more teachers must hold an elementary administrator's license.

1. A principal of a public elementary school with 6-10 teachers shall have at least a bachelor's degree plus credits in a graduate course in school administration and must have had at least 2 years of public elementary school teaching experience. Principals of 6-10 teacher schools may have until September 1964 to fully qualify.

2. A principal of a public elementary school with 11 or more teachers must hold a master's degree including at least 16 semester hours of credit in graduate work in education. A course in school administration and one in elementary supervision are required. The remaining courses may be selected from the following fields: elementary school curriculum;

problems, issues or trends in elementary education; child psychology; measurements; and guidance. A principal must have had at least 3 years of public elementary school teaching experience, one of which may have been as principal.

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

(b) *Junior high school principal.* A principal of any public junior high school must hold or be eligible to hold a Wisconsin license to teach in the upper elementary grades or in secondary schools and must have had at least 3 years of public school teaching experience at either the elementary or secondary level.

1. The principal must hold a master's degree with graduate credit in courses in school administration and supervision and in addition at least 3 of the following fields: curriculum; problems; issues of trends in elementary or secondary education; educational measurements; adolescent psychology; and guidance.

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

(c) *High school principal.* A principal of any public high school must hold or be eligible to hold a Wisconsin license to teach at the secondary school level and must have had at least 3 years of public school teaching experience at that level.

1. The principal must hold a master's degree with graduate credit in courses in school administration and supervision at the secondary level and in addition at least 3 of the following areas; secondary school curriculum; problems, issues or trends in education; measurements; adolescent psychology; guidance; school finance; and school law.

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

(d) *Superintendents.* (City and area superintendents and/or supervising principal of K-12 or 1-12 grades.) Such administrator must hold or be eligible to hold a Wisconsin license to teach at either the elementary or secondary level and must have had at least 3 years of public school teaching experience.

1. He must hold a master's degree with graduate credit in courses in school administration, supervision and school business administration

and in at least 3 of the following areas: curriculum; problems, issues or trends in education; measurements; psychology; guidance; school finance; and school law. He must have successfully completed at least one course in supervision and one in curriculum at the secondary level if he were licensed only as an elementary school teacher or at the elementary school level if he were licensed only as a secondary school teacher. (Two years' time may be given to meet this last provision.) Supervision courses covering both the elementary and secondary fields will be accepted.

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

Note: PI 3.10 (4) (intro.) (a) to (d) will be effective on July 1, 1980.

(4) **SCHOOL ADMINISTRATORS.*** An administrator under this rule is a person employed by a public school board of education or a private school as a principal, assistant principal, district administrator, or assistant district administrator. All public school administrators included under section PI 3.10 (4) must hold the appropriate administrative license. The initial administrator's license shall be issued for a 5-year period. If there is a minor deficiency, a one-year license may be issued. This license may be renewed for one additional year if evidence is provided to the state superintendent that satisfactory effort has been made to remove the deficiency. During the first renewable 5-year license period as well as for each subsequent 5-year license, the applicant must have completed a program of professional development of 6 semester credits or the equivalent. The equivalent credit must be approved in advance by the state superintendent. Standards contained in this subsection take effect July 1, 1980. Persons holding a life license at that time are not affected by this rule. Persons holding an administrator's license expiring after July 1, 1980 and thereafter must meet the rules for renewal in effect on July 1, 1980.

(a) **General requirements.** The initial district administrator license issued under PI 3.10 (4) requires the completion of an Approved Specialist's Degree Program or the equivalent. The initial license issued under PI 3.10 (4) for all other administrators requires completion of an Approved Master's Degree Program in school administration or an equivalent Approved Program. Approved Programs shall include a practicum and shall be competency-based; competencies that candidates shall possess before program completion and before institutional recommendation for a license shall include but not be limited to the following:

1. Knowledge of the social context in which the school operates, including the organizational, political, and legal relationship between and among the school, the local community, and state and national agencies.

2. Ability for planning, budgeting, organizing, coordinating, stimulating, and evaluating school programs.

*The following licenses currently issued will be replaced by PI 3.10 (4) (b), (c), and (d): 05, 06, 25, 26, 30, 31, 35, 36, and 40.

3. Vision and commitment to improving education including expertise in curriculum development and implementation which reveals a thorough understanding of children and youth.

4. Ability to motivate people to work together.

5. Knowledge and skill in utilizing both human and material resources and in evaluating and improving one's own performance and that of staff.

6. Skill in utilizing effectively techniques of decision-making, communication, authority and influence, conflict resolution, leadership, problem-solving, and the introduction of change.

(b) District Administrator (04). This license permits the holder to serve as a district administrator or an assistant district administrator as well as to serve in all positions included under PI 3.10 (4) (c) and (d).

1. For the initial 5-year license, the applicant must complete or possess the following:

a. Eligibility to hold a Wisconsin license as an elementary or secondary school administrator.

b. Successful completion of an Approved Specialist's Degree Program for the preparation of district administrators or its equivalent and the endorsement by the preparation institution which offers the Approved Program.

2. For each subsequent 5-year license, the applicant must have completed a program of professional development of 6 semester credits or the equivalent. The equivalent credit must be approved in advance by the state superintendent.

(c) Elementary School Administrator (34). This license permits the holder to serve as a principal or an assistant principal in an elementary school, a middle school, or a junior high school.

1. For the initial 5-year license, the applicant must complete or possess the following:

a. Eligibility to hold a Wisconsin license to teach in the elementary schools.

b. Three years of successful classroom teaching experience at the elementary school, middle school, or junior high school level.

c. A master's degree.

d. Successful completion of an Approved Master's Degree Program for the preparation of elementary school administrators or its equivalent and the endorsement by the preparation institution which offers the Approved Program.

2. For each subsequent 5-year license, the applicant must have completed a program of professional development of 6 semester credits or the equivalent. The equivalent credit must be approved in advance by the state superintendent.

(d) Secondary School Administrator (24). This license permits the holder to serve as a principal or an assistant principal in a middle school, a junior high school, or a senior high school.

1. For the initial 5-year license, the applicant must complete or possess the following:

a. Eligibility to hold a Wisconsin license to teach in the secondary schools.

b. Three years of successful classroom teaching experience at the middle school, junior high school, or the senior high school level.

c. A master's degree.

d. Successful completion of an Approved Master's Degree Program for the preparation of secondary school administrators or its equivalent and the endorsement by the preparation institution which offers the Approved Program.

2. For each subsequent 5-year license, the applicant must have completed a program of professional development of 6 semester credits or the equivalent. The equivalent credit must be approved in advance by the state superintendent.

(e) Persons who are eligible for pre-1980 certification in any administrative area may be issued that license through June 30, 1980.

(f) Individuals holding unlimited, 3-year, or 5-year administrative licenses based upon pre-1980 administrator license requirements are eligible to serve in the following administrative positions:

1. 05 - District Administrator - May serve as a district administrator or assistant district administrator.

2. 06 - Assistant District Administrator - May serve as assistant district administrator.

3. 25 - High School Principal - May serve as a high school principal or assistant high school principal.

4. 26 - Assistant High School Principal - May serve as an assistant high school principal.

5. 30 - Junior High School Principal - May serve as a junior high school principal, middle school principal, assistant junior high school principal, or assistant middle school principal.

6. 31 - Assistant Junior High School Principal - May serve as assistant junior high school principal or assistant middle school principal.

7. 35 - Elementary School Principal - May serve as elementary school principal, middle school principal, assistant elementary school principal, or assistant middle school principal.

8. 36 - Assistant Elementary School Principal - May serve as assistant elementary school principal or assistant middle school principal.

9. 40 - Elementary School Principal - May serve as elementary school principal or assistant elementary school principal in schools with 6 to 10 teachers.

(g) *Assistant principal, principal or superintendent of the state school for the visually handicapped and the state school for the deaf.* An assistant principal, principal or superintendent of the state school for the visually handicapped and the state school for the deaf may secure

a license as assistant principal, principal or superintendent if fully qualified under section PI 3.10 (4) (a), (b), (c) or (d). He may become eligible for the life certificate as an assistant principal, principal or superintendent under the same conditions as in section PI 3.10 (4) or by serving successfully for 3 years as assistant principal, principal or superintendent of either of the schools named in this section.

(h) *State department superintendent, assistant superintendent, supervisors, coordinators or specialists.* The state superintendent of public instruction, all professional assistants to the state superintendent and all professional members listed as supervisors of instruction, coordinators or mental health specialists may secure licenses as principals or superintendents if fully qualified under PI 3.10 (4) (a), (b), (c) or (d). They may become eligible for the life certificate as a principal or superintendent under the same conditions as in PI 3.10 (4) or by having successfully performed their respective duties in the state department of public instruction for 3 years.

(i) *School business manager.* 1. This classification shall apply to those who have been designated to have general responsibility for the administration of the business affairs of the district.

2. Certification of the school business manager shall be mandatory as of July 1, 1972 for the school business manager in any district having an average daily membership exceeding 1,500.

3. To obtain certification as a district business manager, the applicant must meet any one of the following 3 minimum requirements:

a. A Wisconsin superintendent's license or certificate, with 3 years of experience as a chief school district administrator in a district employing at least 16 teachers, not including administrators.

b. 1) A master's degree from an accredited college or university.

2) At least 9 graduate semester credits in the area of school business administration. This area of study should include such courses as school financial accounting, school business management, purchasing and supply management, school plant planning, and personnel management.

3) At least 9 graduate or undergraduate semester credits in business administration, including such courses as accounting, public finance, investments, insurance, public relations, and data processing.

4) At least 9 graduate or undergraduate semester credits in educational foundation areas.

5) Credit for equivalent courses may be approved by the state superintendent.

c. School business managers, who have been officially designated as chief business manager and have served for 5 years in Wisconsin public schools in this capacity as of July 1, 1972, may apply for and receive an unlimited certificate. Also, those individuals who are certified under standards in force during the 1971-72 school year may apply for and receive the unlimited certificate.

4. Certificates shall be issued as follows:

a. The initial school business manager certificate shall be issued for a 3-year term if the applicant meets the minimum requirements.

b. After 3 years of experience as a successful school business manager in the Wisconsin public schools, the unlimited certificate shall be granted to an applicant who has fulfilled all of the requirements.

(5) **CONVERSION TO ELEMENTARY TEACHING.** Conversion to teaching in grades 4 through 8 by qualified high school teachers requires either the completion of the plan for such conversion as established by a college of the applicant's choice or the completion of the following courses:

	Semester Credits
Child growth and development.....	3
Elementary curriculum	3
Teaching of reading techniques.....	3
Teaching of arithmetic techniques.....	2
Teaching of language arts techniques.....	2
Practice teaching on elementary level	4
Art.....	2
Music.....	2
Mathematics (2 semester credits arithmetic)	2
Social science (3 semester credits in American history, 3 semester credits in general geography which may include conservation) ...	6
Conservation.....	2
Science	6

Subjects and fields covered previously in college need not be repeated. Conversion to kindergarten and primary teaching by high school teachers is not encouraged and will require more extensive preparation.

(6) **CONVERSION TO SECONDARY TEACHING.** Conversion to secondary teaching by qualified elementary teachers requires either the successful completion of the following courses or a plan set up by the college of the applicant's choice.

	Semester Credits
Adolescent psychology	3
Methods in Major field or subject.....	2 or 3
Establishment of 1 major and 1 minor or 2 majors (Practice teaching at the secondary level is recommended)	

Subjects and fields covered previously in college need not be repeated.

(7) **LICENSES AND TERM CERTIFICATES.** All licenses and term certificates shall be issued for school years or less and the expiration date shall be of June 30 of the designated year.

(8) **REVOCAION OF LICENSES.** Section 40.43 (5), Wis. Stats., provides the grounds for revocation of teaching licenses.

(a) The state superintendent may revoke licenses of or deny licenses to persons whose teaching licenses have been revoked by some other state department of public instruction for inefficiency or immorality.

(b) The state superintendent will not review the case of a person whose license has been revoked in another state for inefficiency or immorality until such person has been officially reinstated in the state where the revocation took place.

History: 1-2-56; am. (7); r. & recr. (8); renum. (9) to be (11) and (10) to be (12); cr. (9) and (10), Register, July, 1958, No. 31, eff. 8-1-58; r. (1), (2), (3), (4), (5) and (6), renum. (7) and (8) to be (1) and (2); renum. (9) to be (3); am. (3) intro. par.; cr. (3) (d) and (3) (e); renum. (10) intro. par. to be (4) and am.; am. (4) (a) intro. par.; cr. (4) (e), (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; cr. (2) (e), Register, April, 1973, No. 208, eff. 5-1-73; r. and recr. (4) (intro), (a), (b), (c) and (d), r. (4) (e) and (h), renum. (f) and (g) to be (e) and (f) and renum. (4) (i) to be (g), Register, June, 1976, No. 246, eff. 7-1-76; am. (4) (intro.) and (a) to (d), renum. (4) (e) to (g) to be (4) (g) to (i), cr. (4) (e) and (f), Register, April, 1979, No. 280, eff. 5-1-79.

PI 3.20 Specialized areas. (1) **SCHOOL SOCIAL WORKER.** A school social worker certificate may be issued to an individual who meets the requirements stipulated in paragraphs (a) and (b) below:

(a) A master's degree in social work and completion of an approved program in school social work. Graduates should have competencies in the following areas: human growth and development, group dynamics, family management, organizational theory, program planning and coordination, systems analysis, research, various treatment modalities (e.g., behavior modification, transactional analysis, reality therapy, etc.), and special populations (e.g., handicapped, aged, delinquent youth, poverty groups, etc.).

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

1. Completion of at least 6 semester credits in professional education.

2. Two years of social work experience dealing with children and youth is required. One year of this experience must be completed in elementary or secondary schools or in an agency whose major responsibility is to serve children and youth and whose program is recognized by an

- *child or adolescent development
- *group tests and measurements
- *practice teaching with normal children
- *curriculum planning
- methods of instruction
- history of education
- personality adjustment
- educational sociology
- fundamentals of speech
- audio-visual education
- recreation
- guidance
- kindergarten - primary methods
- educational psychology

3) General Area of Exceptional Children - 6 semester credits required:

- *psychology or nature of exceptional children
- individual mental testing
- guidance of exceptional children
- administration and supervision of special education
- health problems of the exceptional child
- home and community planning for exceptional children
- teaching of physical education for the handicapped child

4) Area of Specialization - 811 Special Learning Disabilities - *15 semester credits, including:

- introduction to special learning disabilities
- education of the child with learning disabilities
- practice teaching of the learning disabled
- language development for the exceptional child
- special educational diagnosis and evaluation - learning disabilities

*Required

(9) **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 paragraph (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 experience 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 paragraph (b) 2. (above) within each 3-year period.

(10) **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.

(11) **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 [her] 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 requirements.

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 counselor 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.

(12) **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.

(13) **SCHOOL OCCUPATIONAL THERAPIST.** Effective July 1, 1977, all persons employed as school occupational therapists must hold department of public instruction licensure.

(a) A school occupational therapist who was employed by a local educational agency for 2 semesters between July 1, 1974 and June 30, 1977, may be issued a regular three-year license upon verification that the experience was successful and that the applicant was certified by the appropriate professional licensing authority. Those persons lacking the 2 semesters of experience may be issued a one-year license for the 1977-78 school year and then a three-year license beginning July 1, 1978 upon verification of successful experience during the 1977-78 school year.

(b) Effective July 1, 1978, school occupational therapists not certifiable under (a) must meet the following criteria:

1. Licensure as an occupational therapist by the appropriate professional licensing authority.

2. Completion of a minimum of 9 semester credits in professional special education such as:

- Psychology or nature of exceptional children
- Educational assessment/diagnosis of the handicapped
- Language development for the exceptional child
- Language disorders
- Behavior modification for the exceptional child
- Introductory course to a specific area of exceptionality
- Adaptive physical education
- Guidance of exceptional children
- Early childhood handicapped education
- Elective (s) in special education

(14) **BILINGUAL TEACHER.** Effective July 1, 1978, any person who has a specific assignment to teach in a bilingual/bicultural educational program must hold certification as a bilingual teacher.

(a) A person employed as a bilingual teacher in a bilingual/bicultural educational program for 2 semesters prior to June 30, 1978, may be issued a regular three-year license upon verification that the applicant has completed and/or possess the following: 1. Successful experience as a bilingual teacher.

2. A regular teaching license in subjects and/or grades taught at the time of the bilingual/bicultural teaching experience.

3. Proficiency in English and in the target language.

(b) Effective July 1, 1978, bilingual teachers not certified under PI 3.20 (14) (a) must have completed and/or possess the following:

1. A regular Wisconsin teaching license in subjects and/or grades to be taught in the bilingual/bicultural teaching experience.

2. Proficiency in English and in the target language.

3. An approved bilingual/bicultural educational program at the level (elementary and/or secondary) of teaching licensure which includes a minimum of 24 semester credits of course work in the following areas:

a. A minimum of 9 semester credits of course work in cultural and cross-cultural studies including:

1) Contemporary social problems with emphasis on the bilingual/bicultural child.

2) Culture of the target group (s).

3) Contrastive analysis of the target culture (s) with other cultures.

4) Bilingual/bicultural field experiences in the community of the target group (s).

b. A minimum of 12 semester credits of course work in the following areas:

1) Foundations of bilingual/bicultural education including rationale, history, and survey of existing models.

2) Theory and methodology of teaching the bilingual child in all basic content areas (elementary school level) or in the teacher's field(s) of specialization (secondary school level) in both English and in the target language.

3) A student teaching experience in bilingual/bicultural education.

c. A minimum of 3 semester credits in language study which develop knowledge relating to phonology, morphology, and syntax in the target language as these elements contrast with English. This course work is required for elementary bilingual/bicultural certification and secondary English bilingual/bicultural certification.

(15) EXCEPTIONAL EDUCATION - SPECIAL FIELDS. Persons certified in physical education, music, art, home economics, industrial arts, and business education who have a specific assignment to teach exceptional children must hold certification in exceptional education if program reimbursement is to be approved.

(a) A regular three-year license may be issued upon verification that the applicant has completed the following:

1. Eligibility for a license in one of the special fields named above.

2. Nine semester credits of course work in:

a. Introduction or nature of exceptional children

b. Practicum in the particular area of specialization with exceptional children

c. Elective in special education

3. A statement from the institution at which the above course work was completed attesting to the competence of the applicant in the area of specialization with exceptional children.

(16) 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

(17) 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) 1; 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),

Register, April, 1979, No. 280

(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; r. and recr. (6) (d) 4, (7) intro. par., (a) intro. Par., 1 to 4., 5, a., b., 6; cr (7) (a) 5. c., Register, October, 1971, No. 190, eff. 11-1-71; renum. (2) through (14) to be (3) through (15), cr. (2), Register, September, 1974, No. 225, eff. 10-1-74; r. and recr. (1), Register, December, 1975, No. 140, eff. 1-1-76; r. (8) (a) 4, Register, May, 1976, No. 245, eff. 6-1-76; cr. (7) (d) 7, r. (8) (b) 4, Register, February, 1977, No. 254, 3-1-77; r. (3) to (5), cr. (3) and (4), Register, February, 1978, No. 266, eff. 7-1-80; renum. (14) and (15) to be (15) and (16) and cr. (14), Register, February, 1978, No. 266, eff. 7-1-78; r. and recr. (13), Register, February, 1978, No. 266, eff. 3-1-78; renum. (15) and (16) to be (16) and (17) and cr. (15), Register, March, 1978, No. 267, eff. 4-1-78; am. (8) (a) 1.c., Register, June, 1978, No. 270, eff. 7-1-78; r. (8), renum. to PI 14.10, Register, April, 1979, No. 280, eff. 5-1-79.

PI 3.21 Cooperating teachers. Effective July 1, 1977, cooperating teachers* utilized by colleges and universities in Wisconsin must meet the following criteria:

- (1) A regular Wisconsin license (or its equivalent) for the teaching assignment.
- (2) Two years of teaching experience with at least one year of experience in the school system of current employment.
- (3) Completion of a course or seminar in supervision of student teachers/interns or successful service as a cooperating teacher. (Successful service as a cooperating teacher shall be determined by the recommendations of an immediate supervisor, a college supervisor, and a former student teacher/intern who have worked with the teacher in a student teaching/intern situation.)

Note: Cooperating teachers are teachers in private and public nursery, elementary, and secondary schools who supervise student teachers/interns.

History: Cr. Register, December, 1975, No. 240, eff. 1-1-76.

b. Community—hospital, clinics, 51.42/51.437 day care services, individual practitioners, e.g., physicians, physical therapists, occupational therapists.

(4) **ADMINISTRATION/SUPERVISION.** The director or the program designer shall be administratively responsible for the development and implementation of the program or services or both.

(5) **DIVISION RESPONSIBILITIES.** (a) The division shall provide consultative assistance to LEAs in the development of the physical therapy and occupational therapy service plan.

(b) The division shall formally approve the LEA's plan of services.

(c) The supervisory and consultative services shall be the joint responsibility of the bureau for exceptional children and the bureau for crippled children within the division.

(d) The LEA shall receive 70% reimbursement for the salaries and fringe benefits of qualified personnel, transportation of children and youth and specially approved therapy materials and equipment.

Note: A maximum of \$1,000 per new physical therapy/occupational therapy unit for non-fixed equipment shall be allowed. Any exceptions to this limitation shall be negotiated in advance with the division program area supervisor.

(6) **SERVICE CONSIDERATIONS.** (a) Any child who has been determined by the M-team to have EEN shall be eligible to receive physical therapy or occupational therapy or both services upon medical recommendation as stipulated in PI 11.05 (2) (e) 7. Any child who has a congenital or acquired disease or condition of such severity that achievement of normal growth and development may be hindered shall be eligible to receive physical therapy or occupational therapy or both services upon medical recommendation as stipulated in PI 11.05 (2) (e) 7.

(b) The physical facilities shall be commensurate with the role and function service to be performed. Each district shall identify the facilities wherein the treatment is to take place. The industrial commission codes shall be adhered to regarding the physical space required to perform the activities. The facilities shall be determined to be appropriate for the delivery of health treatment services. This determination shall be made by the department.

(7) **PHYSICAL THERAPISTS' QUALIFICATIONS AND PROGRAMMING.** (a) **Licensure.** A physical therapist shall be a graduate of an accredited school.

Note: After July 1, 1977, full-time and half-time employed physical therapists shall hold department licensure as a physical therapist.

(b) **Programming.** 1. The type of disability and requirements for physical therapy shall be considered in determining the therapist caseload. Twelve children shall be a minimal daily caseload for a full-time physical therapist. Pro-rata reimbursement of part-time personnel is permissible.

2. The physical therapist shall be an M-team member if the child is being evaluated for possible physical therapy supportive services.

3. A large number of children with neurological dysfunction are served in special education classes. Therefore, it is strongly recommended that therapists working in such programs need specific training and experience in neurodevelopmental techniques.

4. The physical therapist shall have adequate medical information and medical prescription from a licensed physician on the appropriate division form before a child is enrolled in the program. There shall be a reciprocal exchange of medical and social information between the division and local professional personnel who are concerned with the child's school placement and total health needs. The district shall obtain an updated medical prescription and information yearly or more often if there is a change in the child's physical condition, e.g., surgery, casting, etc.

5. Each child receiving treatment shall have a complete and current treatment record. In order to have a descriptive profile of the child, an initial assessment of the physical condition shall be made by the physical therapist soon after enrollment into a program or at the beginning of treatment. This information, including established treatment goals, shall be incorporated into the child's permanent behavioral record. Instructions given to the parent for a home program shall also be recorded.

(8) OCCUPATIONAL THERAPISTS' QUALIFICATIONS AND PROGRAMMING. (a) *Licensure.* The occupational therapist shall be currently registered with the American occupational therapy association.

Note: After July 1, 1977, full-time and half-time employed occupational therapists shall hold department licensure as an occupational therapist. 3.20 (13)

(b) *Programming.* 1. The type of disability and requirements for occupational therapy shall be considered in determining the therapist caseload. Twelve children shall be a minimal daily caseload for a full-time occupational therapist. Pro-rata reimbursement of part-time personnel is permissible.

2. The occupational therapist shall be an M-team member if the child is being evaluated for possible occupational therapy supportive services. In addition to providing a treatment program for the child, the occupational therapist may work in conjunction with the physical therapy and educational personnel in the school setting to provide an overall developmental program. The occupational therapist shall have adequate medical information and medical prescription from a licensed physician on the appropriate division form before a child is enrolled in the program. The prescription shall be renewed annually.

3. A large number of children with neurological dysfunction are served in special education classes. Therefore, it is strongly recommended that therapists working in such programs need specific training and experience in neurodevelopmental techniques.

4. There shall be a reciprocal exchange of medical and social information between the division and local professional personnel concerned with the child's school placement and total health needs. The district shall obtain an updated medical prescription and information yearly or more often if there is a change in the child's physical condition. PI 11.05 (2) (e) 7. requires medical prescriptions to substantiate any health treatment service pursuant to subchapter IV, chapter 115, Wis. Stats.

5. Each child receiving treatment shall have a complete and current record. An initial assessment of the child's abilities and the identification of treatment goals shall be completed after enrollment or prior to the beginning of treatment. Instruction given to parents for a home program shall also be recorded. This information shall be included in the child's permanent behavioral record.