

Chapter PI 3

LICENSES

PI 3.01	Definitions	PI 3.05	Approved programs
PI 3.02	Advisory council	PI 3.06	Cooperating teachers
PI 3.03	Licenses	PI 3.07	Requirements for a license
PI 3.04	Validity of licenses		

Note: Chapter PI 3 as it existed on January 31, 1980 was repealed and a new chapter PI 3 was created effective February 1, 1980.

PI 3.01 Definitions. (1) "Accredited" means that an educational institution meets required educational standards or accepted criteria of quality in its educational program as established by a recognized state, regional, or national accrediting agency.

(2) "Administrative assistant" means a degree holding person serving in the central administration office in a position which is not included elsewhere in chapter PI 3 and which does not normally include direct involvement with pupils, supervising teachers or curriculum development.

(3) "Approved program" means a teacher education program developed and offered by a higher education institution and approved by the state superintendent utilizing the process and criteria described in the administrative code.

(4) "Classroom" means an area or space designated for instructing students.

(5) "Consultant" means a specialist or resource person whose advice is sought in improving an educational program, facilities, or methods of cooperation, limited to a specified period of time, for a specific purpose or program.

(6) "Cooperating teacher" means a licensed teacher with 2 years experience in private or public nursery, elementary and secondary schools who supervises student teachers/interns in cooperation with the college or university supervising teacher.

(7) "Course" means organized subject matter in which instruction is offered within a period of time, and for which credit is usually granted toward graduation or licensure.

(8) "Curriculum coordinator or director of instruction" means a member of the professional staff of a school system responsible for coordination of various curricular offerings within either one or more schools in a school system.

(9) "Department" means the department of public instruction.

(10) "District administrator" means the person who acts as the administrative head of a district.

(11) "Early childhood education" for purposes of licensing, means the nursery school and kindergarten levels.

(12) "Elementary school" means a school which usually includes any one or more grades within the range of nursery school level through grade 8.

(13) "Equivalency" means the state or condition of being equal or comparable in value, meaning or effect, to given criteria established for courses, course work, programs or experience.

(14) "High school" means a school which usually includes one or more grades within the range of grades 9 through 12.

(15) "Initial license" means the first regular license which verifies that the holder has satisfied the minimum requirements prescribed by the state superintendent in the administrative code.

(16) "Institutional endorsement" means written verification from the certifying officer at an institution which prepares teachers that the applicant has satisfactorily completed the Approved Program of teacher education and is recommended for a specific license.

(17) "Junior high school" means a school which usually includes any one or more grades within the range of grades 7 through 9.

(18) "License" means a document issued by the department granting authority or permission to practice in the teaching profession.

(19) "Middle school" means a school which usually includes any one or more grades within the range of grades 5 through 8.

(20) "Practicum" means a course of instruction aimed at closely relating the study of theory and practical experience, both usually carried on simultaneously.

(21) "Preparation institution" means a college or university which offers one or more Approved Programs in teacher education.

(22) "Professional education" means that phase of the teacher preparation program which usually includes a sequence of courses intended to prepare a person for the teaching profession and usually deals with the study of educational foundations, psychology, and teaching methods. As the culminating clinical experience, student teaching is also usually required.

(23) "Qualified" means having complied with the specific requirements for employment in a given position, including the holding of the appropriate license.

(24) "Regular license" means a license issued to a person who fully meets the licensing requirements for serving in a given position in education.

(25) "Regularly employed" means employment by a school system as a teacher, at fixed or uniform intervals, for at least one semester.

(26) "Secondary school" means a school which usually includes any one or more grades within the range of grades 7 through 12.

(27) "Special education" means the education of children and youth with exceptional educational needs because of emotional disturbance, hearing disability, learning disability, mental retardation or other devel-

opmental disability, physical or orthopedic disability, speech or language disability, or visual disability.

(28) "Special subjects" means practical or applied subjects such as agriculture, art, business education, home economics, industrial arts, music, or physical education.

(29) "State superintendent" means the superintendent of public instruction for the state of Wisconsin.

(30) "Student teacher" means a college or university student preparing for the teaching profession assigned to practice through observation, participation, and actual teaching under the direction of a supervisor of student teachers and cooperating teachers as a part of the preservice program offered by a preparation institution.

(31) "Substitute teacher" means a licensed teacher who occupies temporarily the position of an absent teacher. Day-to-day substitutes are defined as teachers employed for a maximum of 20 consecutive school days in the same teaching assignment. Long-term substitutes are defined as teachers employed for 21 or more consecutive school days in the same teaching assignment.

(32) "Supervisor" means a person responsible for the promotion, development, maintenance, or improvement of instruction in one or more fields.

(33) "Supervisor of student teacher (s)" means the person (s) employed by the teacher preparation institution who works with the cooperating teacher in the direction and supervision of student teaching/intern experiences.

(34) "Teacher" means a licensed member of the professional staff whose work includes the exercise of any educational function for compensation, in any elementary or secondary school instructing pupils, or administering, directing, or supervising any educational activity.

(35) "Teacher aide" means a person who performs a variety of duties under the direct supervision of a licensed teacher, except professional teaching responsibilities such as diagnosing educational needs, prescribing teaching-learning procedures, and evaluating the effects of teaching.

(36) "Teaching experience" means experience in which the licensed teacher as a regular employe is actually conducting learning experiences of students in an elementary or secondary classroom setting on a continuing basis.

History: Cr. Register, January, 1980, No. 289, eff. 2-1-80.

PI 3.02 Advisory council. The state superintendent shall appoint a broadly based, representative advisory council for teacher education and certification.

(1) **MEMBERSHIP.** (a) The advisory council shall consist of the following members:

1. Five practicing teachers,
2. Four school administrators,
3. Four higher education representatives,

PI 3

4. Four lay citizens,

5. One post-secondary school student.

(b) Members in the several categories shall be selected by the state superintendent in a manner that maximizes diversity of educational perspectives.

(2) **TERMS OF OFFICE.** (a) The term of office shall be for 3 consecutive years.

(b) Terms of office shall be staggered to provide for the expiration of the terms of only one-third of the members annually for continuity in the membership and council functioning.

(c) A member shall serve no more than 2 consecutive full 3-year terms.

(d) The term of office shall begin on July 1 and expire on June 30.

(e) A member whose classification has changed should have his/her term expire immediately and vacate the position so that an interim appointment can be made of someone who fulfills the requirements for representing that classification.

(f) Appointment to fill an interim vacancy shall be for the remainder of the unexpired term.

(3) **DUTIES.** (a) Propose to the state superintendent code requirements for certification of school personnel.

(b) Propose to the state superintendent guidelines to be used in the issuance of all types of licenses to school personnel.

(c) Propose to the state superintendent policies and procedures to insure that school personnel in the public schools are employed within their respective areas of licensing.

(d) Propose to the state superintendent standards for the approval of preparation programs for school personnel.

(e) Propose to the state superintendent policies and procedures for evaluating the effectiveness of programs for the preparation of school personnel.

(f) Review annually the activities of the department relating to the approval of school personnel education programs and to the issuance of licenses in order to advise the state superintendent.

(g) Receive complaints, suggestions, or inquiries on matters regarding certification and programs of preparation of school personnel, inquire into such complaints, suggestions, or inquiries, and, if appropriate, advise the state superintendent of action to be taken.

(h) Review the budget requests for the certification and program approval functions within the department and make recommendations to the state superintendent related to these requests.

(i) Prepare and report an annual summary of its actions and recommendations to the state superintendent.

History: Cr. Register, January, 1980, No. 289, eff. 2-1-80.

Register, January, 1980, No. 289

7) Selection and use of printed materials

b. Additional courses may be selected from:

- 1) Audio-visual materials and instruction
- 2) Developmental reading
- 3) Principles of elementary and secondary curriculum development
- 4) Remedial reading
- 5) Student teaching in school librarianship

c. The life license may be issued to the school librarian who has completed or possesses:

1) Master's degree in library science or instructional materials or the equivalent, which includes a minimum of 32 semester credits completed after obtaining the bachelor's degree including a minimum of 10 semester credits in subjects such as:

- a) Audio-visual materials and instruction
- b) Instructional materials
- c) Library science
- d) Social foundations of librarianship

2) Three years of successful experience as a school librarian in Wisconsin while holding a regular 3-year librarian's license

10. 904 Audio-visual director. Effective July 1, 1967, a person who directs, administers or provides those advisory production and distribution services which facilitate teaching-learning situations with media in an organized manner within an entire school system must hold this license.

a. A 3-year license may be issued to an applicant who has obtained the institutional endorsement for the audio-visual director's license and has completed or possesses:

1) Eligibility to hold a Wisconsin license to teach or completion of an approved teacher education program.

2) Three years of successful teaching

3) A minimum of 15 semester credits including:

a) Elementary school curriculum (a minimum of 2 semester credits) - for applicants with secondary school teaching experience, or secondary school curriculum - (a minimum of 2 semester credits) - for applicants with elementary school teaching experience

b) A minimum of 12 semester credits in:

i. Basic audio-visual methods - required

ii. Production of audio-visual materials - required

iii. Administration of audio-visual programs - required

iv. Electives in courses such as:

PI 3

educational television
 motion picture production
 photography
 programmed learning
 radio

11. 905 Audio-visual coordinator. Effective July 1, 1967, a person who provides those audio-visual advisory, production and distribution services which facilitate teaching-learning situations with media in an organized manner within a single building housing a typically organized grade unit of a school system such as an elementary school, middle school, junior high school, or secondary school must hold a license as an audio-visual coordinator.

a. A 3-year license may be issued to an applicant for the audio-visual coordinator's license who has completed or possesses:

- 1) A valid Wisconsin teaching license.
- 2) A minimum of 4 semester credits in:
 - a) Basic audio-visual methods - required
 - b) A second course in audio-visual instruction

12. 910 Health.

(8) SPECIAL EDUCATION. (a) A 3-year license to teach in any area of special education may be issued to an applicant who has completed the general requirements, PI 3.07 (1), (a), (b) and (c), including the Approved Program and the institutional endorsement. Certification may be at the elementary, secondary, or elementary and secondary level, depending upon the applicant's preparation.

1. General professional preparation of a minimum of 18 semester credits is required including:

a. Required:

- 1) Child or adolescent development
- 2) Group tests and measurements
- 3) Curriculum planning
- 4) Student teaching with normal children

b. Electives:

- 1) Audio-visual education
- 2) Educational psychology or psychology of learning
- 3) Educational sociology
- 4) Fundamentals of speech
- 5) Guidance
- 6) History of education

4) Organization and administration of cooperative vocational programs

5) School administration (general)

6) Supervision of instruction (general)

c. Work experience outside of teaching to include at least 2,000 hours in one or more occupational fields. College 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 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.

d. Three years of successful secondary school teaching in a vocational subject area or 2 years of secondary school teaching in vocational subject areas and an additional 2 years in administration and guidance, or both

2. A 5-year license may be issued to an applicant upon completion of 3 years of successful employment as a local vocational education coordinator.

3. A 5-year license may be renewed upon completion of 5 semester credits of college course work or 475 clock hours of related occupational experience which contributes to broadening the vocational competency of the applicant may be substituted for college credit. 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.

(g) 09-900 School Librarian Supervisor (This license is not required). A 3-year license to serve as school librarian supervisor may be issued to an applicant who has completed or possesses:

1. A master's degree in library science or related area

2. Five years of successful experience as a licensed school librarian

3. Graduate level course in:

a. Principles of school administration

b. Supervision (or personnel management)

c. School librarianship or information science

History: Cr. Register, January, 1980, No. 289, eff. 2-1-80; cr. (7) (a) 13., 14. and 15., Register, July, 1982, No. 319, eff. 8-1-82.