

## Chapter PI 3

## LICENSES

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Note: Chapter PI 3 as it existed on April 30, 1968, was repealed and a new chapter PI 3 was created effective May 1, 1988.

### Subchapter I — General Provisions

PI 3.01 Definitions. In this chapter:

- (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 this chapter and which does not include direct involvement with pupils, supervising teachers or curriculum development.
- (3) "Advanced program" means a professional education program leading to licensure offered at the post-baccalaureate level.
- (4) "Alternative school" has the meaning defined in s. 115.71 (1), Stats.
- (5) "American Indian parent advisory committee" means the committee appointed by a school board under s. 115.735, Stats.
- (6) "Approved program" means a professional education program developed and offered by a higher education institution in Wisconsin and approved by the state superintendent under s. 115.28 (7), Stats., and chs. PI 3 and 4; or in another state and approved in accordance with the statutes and administrative rules of that state.
- (7) "Classroom" means an area or space designated for instructing pupils.
- (8) "Concentration" means a field of study in which a student completes at least 12 semester credits as part of an approved program leading to licensure.
- (9) "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.
- (9m) "Contact hour" means a 50-minute class period.
- (10) "Cooperating teacher" means a licensed school professional who supervises students during their clinical program in cooperation

with the college or university supervising staff and who meets criteria described in s. PI 4.10 (5).

- (11) "Course" means organized subject matter in which instruction is offered within a period of time, and for which credit is usually granted by an accredited college or university.
- (12) "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.
- (13) "Department" means the Wisconsin department of public instruction.
- (14) "District administrator" means the person who acts as the administrative head of a district.
- (15) "Early childhood level," for purposes of licensing, means prekindergarten through grade 3.
- (16) "Elementary level," for purposes of licensing, means grades 1 through 6.
- (17) "Elementary/middle level," for purposes of licensing, means grades 1 through 9.
- (18) "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.
- (19) "Initial license" means the first regular license which verifies that the holder has satisfied the minimum requirements prescribed in this chapter.
- (20) "Institution" means an independent or public college or university engaged in the preparation of professional school personnel.
- (21) "Institutional endorsement" means written verification from the certifying officer at an institution which prepares professional school personnel that the applicant has satisfactorily completed the approved program and is recommended for a specific license.
- (22) "License" means a document issued under this chapter granting authority or permission to serve as a professional school employe in Wisconsin public schools.
- (23) "Long-term substitute" means a substitute teacher employed for 21 or more consecutive days in the same teaching assignment.
- (24) "Major" means a field of study in which a student completes at least 34 semester credits, unless more credits are specified, as part of an approved program leading to licensure.
- (25) "Middle level," for purposes of licensing, means grades 5 through 9.
- (26) "Middle/secondary level," for purposes of licensing, means grades 6 through 12.

- (27) "Minor" means a field of study in which a student completes at least 22 semester credits as part of an approved program leading to licensure.
- (27m) "Off-campus course" means any course offered for credit for which the regular meeting place is outside the community in which the college or university is located.
- (28) "Practicum" means supervised experience in a school, clinic or other setting which provides practical application of theory for the student in an advanced program.
- (29) "Professional education sequence" means the educational foundations, the instructional materials, the methodology course work, and the clinical program designed for students enrolled in a professional education program.
- (30) "Pupil" means any child age birth through 21 enrolled in a school or a school program.
- (31) "Qualified" means the holding of the appropriate license.
- (32) "Regular license" means a license issued under s. PI 3.03 (2) to a person who fully meets the licensing requirements for serving in a given position in education.
- (33) "Regularly employed" means employment as a professional school employe, at fixed or uniform intervals, for the equivalent of at least one hour per day for at least one semester.
- (34) "Secondary level," for purposes of licensing, means grades 9 through 12.
- (35) "Short-term substitute" means a substitute teacher employed for no more than 20 consecutive days in the same teaching assignment.
- (36) "Special education" means the education of pupils with exceptional educational needs because of emotional disturbance, hearing disability, learning disability, mental retardation or other developmental disability, physical or orthopedic disability, speech or language disability, or visual disability.
- (37) "Special subjects" means agriculture, art, business education, home economics, technology education, music, or physical education.
- (38) "State superintendent" means the superintendent of public instruction for the state of Wisconsin.
- (39) "Student" means a person enrolled in a professional education program leading to licensure.
- (40) "Student teaching" means classroom practice through observation, participation, and actual teaching under the direction of a college or university supervisor of student teachers and a cooperating teacher as a part of the professional education program offered by an institution.
- (41) "Substitute teacher" means a licensed teacher who occupies temporarily the position of an absent teacher.

- (42) "Supervisor" means a person responsible for the promotion, development, maintenance, or improvement of instruction in one or more fields.
- (43) "Supervisor of student teacher" means the person employed by the teacher preparation institution who works with the cooperating teacher in the direction and supervision of student teaching and intern experiences.
- (44) "Teacher" means a licensed professional school employe whose work includes the exercise of any educational function for compensation including instructing pupils or administering, directing, or supervising any educational activity.
- (45) "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 and learning procedures, and evaluating the effects of teaching.
- (46) "Teaching experience" means experience in which the licensed teacher as a regular professional school employe is actually conducting learning experiences of pupils in a classroom setting on a continuing basis.
- (46m) "Third-party vendor" means any individual, organization or agency which contracts as a proprietorship, partnership or corporation with a college or university to provide off-campus courses.
- (47) "Tribal council" includes the governing body of an Indian tribe regardless of how denominated.

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88; cr. (9m), (27m) and (46m), am. (15), Register, February, 1989, No. 398, eff. 9-1-89, except (15), eff. 3-1-89.

**PI 3.02 Approval of professional education programs leading to licensure.**

- (1) Each professional education program offered by an institution in Wisconsin shall meet all of the requirements of chs. PI 3 and 4, but may exceed these minimums as determined by the institution.
- (2) The state superintendent shall conduct a site review at each institution in Wisconsin at least once every 5 years for the purpose of approving programs under s. 115.28 (7), Stats., and chs. PI 3 and 4.
- (3) The state superintendent does not approve programs outside the state of Wisconsin. The state superintendent shall accept the institutional endorsement from an out-of-state institution which has been approved under the statutes and administrative rules of that state. An applicant from an out-of-state institution under this subsection shall meet all of the requirements of this chapter in addition to having the institutional endorsement.
- (4) An institution may accept proficiency examinations in lieu of course work. These examinations shall be administered by an institution offering an approved program and the credits earned by examinations shall be included on the official transcript issued by the examining institution.

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88.

Register, February, 1989, No. 398

**PI 3.023 Acceptance of off-campus courses for continuing professional education credit.** Credit earned in off-campus courses may be accepted toward meeting the continuing professional education requirement under s. PI 3.03 (2) (b) only if the course is offered by a Wisconsin college or university which has a program approved under ch. PI 4 or by an accredited baccalaureate or graduate degree granting college or university, and only as follows:

- (1) **OFF-CAMPUS COURSES OFFERED BY WISCONSIN COLLEGES OR UNIVERSITIES WITH APPROVED PROFESSIONAL EDUCATION PROGRAMS.** (a) Off-campus courses offered by a Wisconsin college or university with a professional education program approved under ch. PI 4 shall be accepted toward meeting the continuing professional education requirement under s. PI 3.03 (2) (b), if the off-campus course meets all of the following requirements:
  1. The off-campus course shall include at least 15 contact hours of direct contact instruction per semester credit.
  2. The off-campus course shall include an evaluation of each student's comprehension and mastery of the course content.(b) If the off-campus course is directly designed and sponsored by the college or university which has the approved professional education program, the college or university is not required to submit the course under sub. (2), but the college or university shall make any information required under this subsection available to the department during program approval site reviews under s. PI 4.02, or at the request of the department. If the off-campus course is offered through a third-party vendor, the college or university shall meet all of the requirements of sub. (2).
- (2) **OFF-CAMPUS COURSES OFFERED BY WISCONSIN COLLEGES OR UNIVERSITIES WHICH DO NOT HAVE APPROVED PROFESSIONAL EDUCATION PROGRAMS OR BY OUT-OF-STATE COLLEGES OR UNIVERSITIES.** Off-campus courses offered by a Wisconsin college or university which does not have a professional education program approved under ch. PI 4, or by any out-of-state college or university shall be accepted toward meeting the continuing professional education requirement under s. PI 3.03 (2) (b), if all of the following requirements are met:
  - (a) *Registration.* A college or university offering off-campus courses under this subsection shall register with the department each year at least 30 days before the first meeting of the first course. The college or university shall submit all of the following to the department:
    1. The current catalog or bulletin from the college or university.
    2. Verification of accreditation.
    3. A listing of all off-campus courses previously accepted under this section which the college or university intends to offer during the year. The listing shall include each site and the dates on which the off-campus course will be offered. If dates or sites are added, the college or university shall notify the department. If a previously accepted course has been amended, the changes shall be submitted under par. (b).

- (b) *Course approval.* 1. At least 30 days before the first meeting of the off-campus course, the college or university shall submit all of the following information to the department, for determination of whether the off-campus course will be accepted by the department under par. (c):
- a. The name and course number of the off-campus course as it will appear on the students' transcripts.
  - b. A course syllabus with a detailed description of course content for each new off-campus course or of changes in each previously accepted off-campus course.
  - c. A vita for each faculty member teaching in each off-campus course.
  - d. A description of resources and facilities provided or available to support each off-campus course.
  - e. A description of the evaluation required under par. (c) 4.
  - f. Whether the college or university accepts the off-campus course toward a degree or program from the college or university and, if yes, the name of all degrees or programs for which the off-campus course is accepted.
  - g. Whether the off-campus course is offered through a third-party vendor and, if yes, the identity of the third-party vendor.
  - h. Each site and the dates on which the off-campus course will be offered. If dates or sites are added, the college or university shall notify the department.
2. The department shall mail notification of acceptance or denial of acceptance of the off-campus course not later than 10 days following receipt of the information required under subd. 1. If the information is not complete, the department shall request that the additional information be submitted and the notification shall be mailed not later than 10 days following receipt of the additional materials.
- (c) *Course requirements.* The off-campus course shall meet all of the following requirements:
1. The off-campus course shall include at least 15 contact hours of direct contact instruction per semester credit.
  2. The off-campus course shall include an evaluation of each student's comprehension and mastery of the course content.
  3. Faculty for the off-campus course shall hold a faculty appointment at the sponsoring college or university or shall hold at least a master's degree from an accredited college or university. Faculty's educational preparation or equivalent experience shall be in the area related to the specific course assignment.
  4. There shall be a systematic process of evaluation for each off-campus course offered.
- (d) *Course advertisements.* All advertising of the off-campus course shall comply with s. 100.18 (1), Stats., which prohibits untrue, de-

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ceptive or misleading advertising. After the department has notified the college or university that the off-campus course has been accepted toward meeting the continuing professional education requirement, the following statement may be included on the advertisement for the off-campus course: "Successful completion of this off-campus course will be accepted by the Wisconsin department of public instruction for meeting the continuing professional education requirement under ch. PI 3."

- (3) **OFF-CAMPUS COURSES OFFERED THROUGH THIRD-PARTY VENDORS.** If the college or university contracts with a third-party vendor to offer the off-campus course, the college or university shall maintain responsibility for meeting all requirements of this section and for the quality of the course.
- (4) **REGISTRATION OF THIRD-PARTY VENDORS.** A third-party vendor which contracts with a college or university to offer off-campus courses shall register with the department each year at least 30 days before the first meeting of the first off-campus course. The third-party vendor shall provide all of the following information to the department:
- (a) A statement of the business purpose or purposes of the corporation, proprietorship or partnership.
  - (b) Copies of all contracts signed with any colleges or universities to provide off-campus courses. If additional contracts are entered into, the third-party vendor shall send copies to the department.

History: Cr. Register, February, 1989, No. 398, eff. 9-1-89.

**PI 3.025 Approval of programs for equivalent clock hours.** To meet the continuing professional education requirement under s. PI 3.03 (2) (b), an applicant may earn equivalent clock hours in programs which have been approved by the department as follows:

- (1) The agency, institution, or organization which offers the continuing professional education program shall submit the proposed program to the department for approval at least 30 days prior to the program. An individual may not submit a program for approval under this section; however, an agency, institution or organization may submit a program on behalf of one individual. The following agencies, institutions and organizations may submit proposals to the department:
- (a) Accredited colleges and universities.
  - (b) Cooperative educational service agencies under ch. 116, Stats.
  - (c) Divisions and bureaus within the department.
  - (d) Local public and private education agencies and schools in Wisconsin.
  - (e) Local, state, regional and national professional education organizations; and unions.
  - (f) Vocational, technical and adult education districts established under s. 38.02, Stats.

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- (g) Other agencies, institutions and organizations approved by the state superintendent.
- (2) Workshops, seminars or conferences may be approved as follows:
- (a) A workshop or seminar shall be in clock hour increments and shall include a minimum of 5 clock hours related to a specific theme. The entire approved program shall be accomplished within a 12-month period.
- (b) A regional, state, or national convention or conference with a broad common theme may be approved and shall be limited to a minimum of 5 clock hours and a maximum of 10 clock hours for each convention or conference.
- (3) A professional field experience may be approved. The application submitted under sub. (1) shall include a formal job description, individual professional growth objectives, a designated supervisor from the agency which submits the application, a designated supervisor at the field site, a plan for student documentation of field experiences, and a plan for the ongoing monitoring and supervision of the field experience.

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88; am. (intro.), Register, February, 1989, No. 398, eff. 9-1-89.

**PI 3.03 Types of licenses and renewal requirements.** (1) **LICENSE CODES AND LICENSING YEAR.** (a) *License codes.* In this chapter, the code number following the name of each specific license designates the subject, grade level or position for which the license is issued.

(b) *Licensing year.* Except as provided under sub. (5), a license is effective on July 1 of the year of issuance and expires on June 30 of the year of expiration.

(2) **REGULAR LICENSE.** A regular license is issued or renewed for 5 years, as follows:

(a) *Issuance.* 1. Completion of an approved program. A regular license may be issued to an applicant who meets all of the requirements of this chapter, including an approved program, and who has received an institutional endorsement. A regular license is issued for 5 years.

2. License based on equivalency. A regular license may be issued to an applicant who has not completed an approved program, if the applicant has obtained a statement from a college or university offering an approved program that the applicant has completed the equivalent of an approved program, and if the applicant meets all of the requirements of this chapter for the license, except completion of an approved program.

3. License based on experience. A regular license may be issued to an applicant who presents evidence of having completed an approved program from another state, except student teaching, if the applicant verifies eligibility for acceptance into student teaching from the institution, meets all applicable requirements of this chapter, except student teaching, and verifies 3 or more years of successful teaching experience in the subject and grade level of preparation.

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- (b) *Renewal*. 1. Except as provided under par. (c), a regular license may be renewed if the applicant satisfactorily completes 6 semester credits or the equivalent of continuing professional education during the 5 years immediately preceding his or her application for renewal. The 6 semester credits or the equivalent shall be directly and substantively related to one or more of the licenses held by the applicant or to the applicant's professional competency.
2. The 6 semester credits or the equivalent may be earned by one or a combination of the following:
- a. Semester or equivalent quarter credits earned at an institution with a program approved under ch. PI 4 or at an accredited baccalaureate or graduate degree-granting college or university.
  - b. Semester or equivalent quarter credits earned in an off-campus course which has been accepted under s. PI 3.023.
  - c. Equivalent clock hours earned in a workshop, seminar or conference approved under s. PI 3.025 (1) and (2). Thirty clock hours earned at a workshop, seminar, or conference shall be equivalent to one semester credit earned at an accredited college or university.
  - d. Equivalent clock hours earned in a professional field experience approved under s. PI 3.025 (1) and (3). Eighty clock hours earned in a professional field experience shall be equivalent to one semester credit earned at an accredited college or university. No more than one professional field experience equivalent to no more than 3 semester credits may be counted in meeting the professional education requirement in a 5-year period.
- (c) *Exemption from the continuing professional education requirement*. The continuing professional education requirement under par. (b) is not required for renewal of the school physical therapist license under s. PI 3.37, the substitute teacher license under sub. (7), or the special education program aide license under s. PI 3.39.
- (d) *Refresher work*. An applicant who meets the license requirements under this chapter, but who has not been regularly employed in the teaching profession within the 5 consecutive years immediately prior to application for the license or renewal, may be issued a regular license or renewal upon completion of 6 semester credits or the equivalent of continuing professional education as described under par. (b) during these 5 years.
- (3) **LIFE LICENSE**. (a) *Issuance*. Effective July 1, 1983, life licenses are no longer issued.
- (b) *Validity*. 1. A life license issued prior to July 1, 1962, is valid for the lifetime of the holder unless revoked by the state superintendent.
2. A life license issued on or after July 1, 1962, is valid as long as the holder is active in the teaching profession, unless revoked by the state superintendent. Employment in the teaching profession for at least 90 days in a given school year shall be sufficient to maintain the validity of this license. This license shall become invalid if, for 5 or more consecutive years, the holder is not actively employed in

the teaching profession. The invalidated license may be revalidated if the applicant satisfactorily completes 6 semester credits or the equivalent as described in sub. (2) (b) during the 5-years immediately preceding his or her application for revalidation.

(4) **ONE-YEAR LICENSE.** A one year license may be issued as follows:

1. To an applicant who has completed an approved program in another state but who has minor course work deficiencies under this chapter.
2. To an applicant who has not met the continuing education requirement for renewal of a regular license under sub. (3) (c). This one-year license may not be renewed. For renewal of the regular license, the applicant shall meet the requirements under sub. (3) (c).
3. To an applicant who meets the license requirements under this chapter, but who has not been regularly employed in the teaching profession within the 5 consecutive years immediately preceding application for the license or renewal, upon the written request of an employing school district administrator. For issuance or renewal of the regular license, the applicant shall meet the refresher work requirement under sub. (3) (d).

(5) **EMERGENCY LICENSES.** (a) *Special license.* 1. A special license which authorizes a licensed teacher to teach in an assignment other than that for which he or she holds a license may be issued for one specific assignment. A special license issued under this section is valid for a period not to exceed one year and expires on June 30, unless an earlier expiration date is specified in the special license.

2. The district administrator or designated official of the employing school district shall request a special license in writing with full explanation and justification of the need. The request shall state that a search was conducted for a fully-licensed teacher and an explanation of why any fully-licensed candidates were not acceptable for employment.

3. The district administrator or designated official of the employing school district may request that a special license be renewed. The special license may be renewed if, between the date of issuance and the proposed renewal date, the applicant satisfactorily completes at least 6 semester credits toward completion of an approved program. The request for renewal shall be in writing and shall include a full explanation of the need for renewal.

4. The state superintendent may issue or deny a special license. The state superintendent shall deny a special license to an applicant who has not met the requirements in s. PI 3.05 (7), if the applicant completed the initial professional education program on or after August 31, 1992.

(b) *Permit.* 1. A permit which authorizes the holder to be employed for one specific assignment may be issued to a person who has a bachelor's degree but does not meet the license requirements under this chapter. A permit issued under this subdivision is valid for a period not to exceed one year and expires on June 30, unless an earlier expiration is stated in the permit.

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2. The district administrator or designated official of the employing school district shall request a permit in writing with full explanation and justification of the need. The request shall state that a search was conducted for a fully-licensed teacher and that a licensed teacher is not available.
3. The district administrator or designated official of the employing school district may request that a permit be renewed. The permit may be renewed if, between the date of issuance and the proposed renewal date, the applicant satisfactorily completes at least 6 semester credits toward completion of an approved program. The request for renewal shall be in writing, shall include a full explanation of the need for renewal and shall state that a search was conducted for a fully-licensed teacher and that a licensed teacher is not available.
4. The state superintendent may issue or deny a special license.
- (6) **INTERN LICENSE.** An intern license may be issued to a person assigned to a school system through an internship program approved by the state superintendent. An intern shall hold an intern license to receive a stipend from a board of education. The license may be issued only to a student recommended by the proper preparation institution authorities and who holds senior or graduate rank. A request signed by the district administrator of the participating school district shall be filed as a condition for the issuance of an intern license. An intern is assigned to limited administrative, pupil service or instructional duties under the direction of a fully licensed practitioner in the specific field of internship.
- (7) **SUBSTITUTE TEACHER LICENSE.** (a) A substitute teacher license may be issued for a period of 5 years to an applicant who has held or is eligible to hold a regular Wisconsin license or the equivalent license in another state. Any teacher who holds a regular license may substitute teach as specified in par. (b).
- (b) A short-term substitute shall be a licensed teacher or a licensed substitute teacher; however, a short-term substitute may be employed to teach any subject at any grade level. A long-term substitute shall be a licensed teacher or a licensed substitute teacher; however, a long-term substitute may be employed only in the subject and grade level in which the teacher is licensed. An emergency license may be granted to a long-term substitute under sub. (5).

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88; am. (2) (b) 2. a., renum. (2) (b) 2. b. and c. to be 2. c. and d., cr. (2) (b) 2. b., Register, February, 1989, No. 398, eff. 9-1-89.

**PI 3.04 License revocation and reinstatement.** (1) **DEFINITIONS.** In this section:

- (a) "Immoral conduct" means conduct or behavior which is contrary to commonly accepted moral or ethical standards.
- (b) "Incompetency" means a substantial, prolonged pattern of inadequate performance of duties or the lack of ability, legal qualifications or fitness to discharge required duties, affecting the health, welfare, safety or education of pupils.
- (c) "Reinstatement" means restoring the rights, privileges and authority previously revoked.

- (d) To "revoke" a license means to terminate a license and all rights, privileges and authority previously conferred and associated with the license, including the right to renew the license.
- (2) **STANDARDS FOR REVOCATION.** Under s. 118.19 (5), Stats., the state superintendent may revoke any license issued by the department for incompetency or immoral conduct on the part of the holder. In making a decision to revoke a license, the state superintendent shall adhere to the following standards:
- (a) A license may be revoked for immoral conduct if there is clear and convincing evidence that the person engaged in the immoral conduct and there is a nexus between the immoral conduct and the health, welfare, safety or education of any pupil.
- (b) A license may be revoked for incompetency if there is clear and convincing evidence of incompetency.
- (3) **COMPLAINT AND INVESTIGATION.** (a) *Complaint.* 1. The state superintendent shall, at his or her own initiative or upon receipt of a written complaint, make inquiries necessary to determine whether an investigation shall be conducted which may lead to revocation of a license.
2. The state superintendent shall acknowledge, in writing, any written complaint and notify the complainant that an investigation and subsequent revocation of a person's license may result.
- (b) *Investigation.* 1. If the state superintendent determines that an investigation shall be conducted, the state superintendent shall appoint a person to serve as the investigator and shall notify the licensee that an investigation is proceeding and of the nature of the complaint or allegation. The licensee shall have an opportunity to respond to the investigator regarding the complaint or allegation.
2. If, based upon the investigation, the state superintendent finds no probable cause for license revocation, the state superintendent shall promptly notify the licensee and the complainant that the investigation is concluded and that no charges will be issued.
3. If, based upon the investigation, the state superintendent finds probable cause for license revocation, the state superintendent shall promptly notify the licensee of the specific charges, of the licensee's right to request a hearing, and of the state superintendent's intent to revoke the license. The state superintendent shall notify the complainant and the school board or other public or private agency employing the licensee in a licensed capacity of the finding of probable cause and of the specific charges.
4. The state superintendent shall notify the licensee that within 30 days following receipt of the notice the licensee may request a hearing on the revocation. The notice shall inform the licensee that if a hearing is not requested within the 30 day period, his or her license shall be revoked.
5. As authorized under ss. 19.35 (1) and 19.85 (1) (b), Stats., during the course of the investigation the state superintendent, the investigator and any department employee involved in the investigation

shall maintain as confidential all files, communications and other information pertaining to the investigation.

- (4) **HEARING.** (a) The state superintendent shall schedule a hearing not later than 60 days after receipt of the licensee's request for a hearing and shall provide the licensee with at least 20 days written notice of the hearing. The hearing shall be conducted as a class 2 proceeding under ch. 227, subch. III, Stats.
- (b) Both parties may be requested to provide the names and addresses of persons whom they intend to call as witnesses at the hearing.
- (c) The proposed decision under s. 227.46 (2), Stats., shall be filed with the state superintendent and served on the licensee not later than 30 days following the close of the hearing. The licensee may file a written objection to the proposed decision with the state superintendent within 10 days following receipt of the licensee of the proposed decision.
- (d) The state superintendent shall issue a final decision under s. 227.47, Stats., within 60 days of the close of the hearing.
- (5) **REQUEST AND HEARING FOR REINSTATEMENT.** (a) Upon written request from a person whose license has been revoked, the state superintendent shall conduct a hearing to consider reinstatement of the license. The hearing shall be conducted as a class 1 proceeding under ch. 227, subch. III, Stats.
- (b) The requestor shall submit evidence that the cause of the revocation no longer exists and that reinstating the license will not be detrimental to the health, welfare, safety or education of pupils.
- (c) The state superintendent shall hold the hearing and make a final decision regarding reinstatement of the license within 120 days after receipt of the request.
- (6) **LICENSES REVOKED BY OTHER STATES.** (a) The state superintendent may revoke the license of a person whose license has been revoked by the department of public instruction of another state, following the procedures under subs. (3) and (4).
- (b) The state superintendent may deny licensure to a person whose license has been revoked in another state. A person who is denied licensure under this paragraph may request a hearing and the state superintendent shall follow the procedures for a reinstatement hearing under sub. (5).

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88.

### Subchapter II — General Requirements for a License

**PI 3.05 General requirements for a license.** A license may be issued in Wisconsin to an applicant who has satisfactorily completed an approved program, who has received the institutional endorsement and who has completed the following requirements:

- (1) **SPECIAL EDUCATION EFFECTIVE JULY 1, 1981.** An applicant who completed an initial professional education program on or after July 1, 1981, shall have completed at least 3 semester credits or the equiv-

alent in special education. The equivalent may be accomplished in part or in full by including study of the handicapped child in other course work. Course work shall provide the student with all of the following:

- (a) Knowledge of exceptional educational need areas as defined by state law under ch. 115, subch. V, Stats., and federal law, under Public Law 94-142.
  - (b) Knowledge of the major characteristics of the disability areas in order to recognize their existence in children.
  - (c) Knowledge of various alternatives for providing the least restrictive environment for children with exceptional educational needs.
  - (d) Knowledge of methods of teaching pupils with exceptional educational needs effectively in the regular classroom.
  - (e) Knowledge of referral systems, multi-disciplinary team responsibilities, and individualized education plan processes.
- (2) HUMAN RELATIONS PRIOR TO JULY 1, 1992. Preparation in human relations, including intergroup relations, shall be included in professional education programs for all professional school personnel completing initial professional education programs prior to July 1, 1992. Institutions shall provide evidence that preparation in human relations, including intergroup relations, is an integral part of programs leading to the initial license and that members of various racial, cultural, and economic groups have participated in the development of the programs.
- (a) Preparation shall include all of the following:
    - 1. Development of attitudes, skills, and techniques, so that knowledge of human relations, including intergroup relations, can be translated into learning experiences for students.
    - 2. A study of the values, life styles, and contributions of racial, cultural, and economic groups in American society.
    - 3. An analysis of the forces of racism, prejudice, and discrimination in American life and the impact of these forces on the experiences of the majority and minority groups.
    - 4. Structured experiences in which prospective teachers have opportunities to examine their own attitudes and feelings about issues of racism, prejudice, and discrimination.
    - 5. Direct involvement with members of racial, cultural, and economic groups or with organizations working to improve human relations, including intergroups relations.
    - 6. Experiences in evaluating the ways in which racism, prejudice, and discrimination can be reflected in instructional materials.
  - (b) Programs of implementation and evaluation shall be submitted to the department for approval.
- (2m) HUMAN RELATIONS, EFFECTIVE JULY 1, 1992. An applicant who completes an initial professional education program on or after July

1, 1992, shall have completed human relations preparation, which includes all of the following:

- (a) Theory and application of human relations practices, including skill building activities in identifying and constructively responding to expressions or acts which devalue other persons.
- (b) History, culture, customs, social institutions, values, lifestyles, and contributions of women and various racial, cultural, and economic groups in the United States.
- (c) Constitutional and legal bases related to the status of women and various racial and cultural groups in the United States.
- (d) Psychological and social implications of the forces of discrimination, especially racism and sexism, and their broader impact on relationships among members of various groups in the United States.
- (e) Philosophical and psychological bases of the development and change of attitudes.
- (f) Evaluation of the impact of the forces of discrimination, especially racism and sexism, on language, instructional materials, learning activities, learning styles, interaction between staff and pupils, tests and measurement, and school environments; and assessment and if necessary, modifications of curriculum to assure multicultural and nonsexist content.
- (g) Professionally-related direct involvement with adult and pupil members of a group whose background the student does not share, including at least one of the following designated ethnic minority groups: African-Americans, Alaskan-Americans, American Indians, Asian-Americans, Hispanic-Americans, Pacific Islander Americans and foreign persons of color; and with disabled persons; and with various economic groups, including low income.

(3) **READING PRIOR TO JULY 1, 1992.** (a) An applicant who completes an initial professional education program for licensure to teach in an elementary or middle school on or after July 1, 1975, and prior to July 1, 1992, shall have satisfactorily completed at least one discrete course in the teaching of reading. The course shall include information about the nature of the reading process and how to teach reading at the classroom level and shall focus upon the objectives, approaches, instructional materials, and practices and evaluation procedures involved in the teaching of reading in the elementary schools.

(b) An applicant who completes an initial professional education program for licensure to teach in a secondary school on or after July 1, 1977, and prior to July 1, 1992, shall have satisfactorily completed at least one discrete course in the teaching of reading. The course for secondary teachers shall be concerned with providing continued reading instruction for all pupils enrolled in secondary schools.

(c) To be licensed to teach in both elementary and secondary schools in Wisconsin, an applicant shall have completed either par. (a) or (b).

(3m) **READING AND LANGUAGE ARTS, EFFECTIVE JULY 1, 1992.** An applicant who completes an initial professional education program on



or after July 1, 1992, shall have completed course work in the teaching of reading and language arts appropriate to his or her level of licensure as follows:

- (a) *Early childhood level education.* For an early childhood level license, the applicant shall have satisfactorily completed at least 12 semester credits in the teaching of reading and language arts, including all of the following:
  1. A developmental reading course focusing on the emergent reader.
  2. A developmental reading course focusing on the elementary level reading program.
  3. Children's literature.
  4. Language arts with an emphasis on writing, speaking, and listening.
  5. A clinical experience in teaching reading. If an applicant has completed at least one year of successful teaching experience, the clinical experience requirement may be waived.
- (b) *Elementary level education.* For an elementary level license, the applicant shall have satisfactorily completed at least 12 semester credits in the teaching of reading and language arts, including developmental reading at the elementary level, children's literature, language arts with an emphasis on writing, speaking and listening, and a clinical experience in teaching reading. If an applicant has completed at least one year of successful teaching experience, the clinical experience requirement may be waived.
- (c) *Elementary/middle level education.* For an elementary/middle level license the applicant shall have satisfactorily completed at least 12 semester credits in the teaching of reading and language arts, including developmental reading at the elementary level, content area reading, children's and early adolescent literature, language arts with an emphasis on writing, speaking and listening, and a clinical experience in teaching reading. If an applicant has completed at least one year of successful teaching experience, the clinical experience requirement may be waived.
- (d) *Middle level education.* For a middle level license, the applicant shall have satisfactorily completed at least 6 semester credits in the teaching of reading and language arts, including developmental reading, content area reading, language arts with an emphasis on writing, speaking and listening, and a clinical experience in teaching reading. If an applicant has at least one year of successful teaching experience, the clinical experience requirement may be waived.
- (e) *Middle/secondary level education.* For a middle/secondary level license, the applicant shall have satisfactorily completed at least 6 semester credits in the teaching of reading and language arts, including content area reading, language arts with an emphasis on writing, speaking and listening and a clinical experience in teaching reading. If an applicant has completed at least one year of successful teaching experience, the clinical experience requirement may be waived.

(f) *Secondary level education.* For a secondary level license, the applicant shall have satisfactorily completed at least 6 semester credits in the teaching of reading and language arts, including content area reading, language arts with an emphasis on writing, speaking and listening, and a clinical experience in teaching reading in the content area. If an applicant has completed at least one year of successful teaching experience, the clinical experience requirement may be waived.

(g) *Special subject areas, special education and pupil services.* 1. For a license in a special subject area, except art, music and physical education; or in a pupil services area, except school nursing, the applicant shall have satisfactorily completed at least 6 semester credits in the teaching of reading and language arts, including developmental reading, language arts with an emphasis on writing, speaking and listening, and a clinical experience in the acquisition of reading and language arts skills. The 6 semester credits may be completed within relevant course work such as learning and instruction, curriculum design, or learning disabilities. The clinical experience may be completed within the graduate practicum or internship. If an applicant has completed at least one year of successful teaching experience, the clinical experience requirement may be waived.

2. For a license in special education; in art, music or physical education; or as a school nurse, the applicant shall have completed a discrete course in the teaching of reading and language arts.

(4) ENVIRONMENTAL EDUCATION EFFECTIVE JULY 1, 1985. Adequate preparation in conservation of natural resources is required for a license to teach agriculture; early childhood, elementary, and elementary/middle level education; and for middle, middle/secondary, and secondary level education licenses in science and social science, except psychology. An applicant who completed an initial professional education program for these licenses on or after July 1, 1985, shall have completed an approved program which provides students with all of the following:

- (a) Knowledge of the wide variety of natural resources and methods of conserving these natural resources.
- (b) Knowledge of interactions between the living and non-living elements of the natural environment.
- (c) Knowledge of the concept of energy and its various transformations in physical and biological systems.
- (d) Knowledge of local, national, and global interactions among people and the natural and built environments including all of the following:
  1. Historic and philosophical review of the interactions between people and the environment.
  2. The social, economic, and political implications of continued growth of the human population.
  3. The concept of renewable and non-renewable resources and the principles of resource management.

4. The impact of technology on the environment.
  5. The manner in which physical and mental well-being are affected by interaction among people and their environments.
- (e) Ability to use affective education methods to examine attitudes and values inherent in environmental problems.
- (f) Ability to incorporate the study of environmental problems in whatever subjects or grade level programs the teacher is licensed to teach through the use of all the following methodologies:
1. Outdoor teaching strategies.
  2. Simulation.
  3. Case studies.
  4. Community resource use.
  5. Environmental issue investigation, evaluation, and action planning.
- (g) Knowledge of ways in which citizens can actively participate in the resolution of environmental problems.
- (5) COOPERATIVE MARKETING AND CONSUMER COOPERATIVES. Adequate preparation in cooperative marketing and consumers' cooperatives is required under s. 118.19 (6), Stats., for a license to teach agriculture and all social science subjects except psychology.
- (6) STUDENT TEACHING, EFFECTIVE AUGUST 31, 1990. (a) An applicant who completes an initial professional education program on or after August 31, 1990, shall have completed a student teaching experience consisting of full days for a full semester following the daily schedule and semester calendar of the cooperating school or the equivalent, if the applicant completed an initial professional education program outside the state, as required under s. 118.19 (3) (a), Stats. Completion of a college or university approved student teaching experience of less than full days for a full semester, plus 2 consecutive semesters of successful regular classroom teaching experience under the supervision of the employing school district administration shall be considered equivalent.
- (b) A one-year license may be issued to an applicant who has completed an out-of-state college or university approved student teaching experience of less than full days for a full semester, but who lacks the 2 semesters of regular classroom teaching. Issuance of a regular license shall require successful completion of 2 consecutive semesters of full-time classroom teaching experience under the supervision of the employing school district administration and a college or university supervisor in a Wisconsin institution who meets the requirements of s. PI 4.10 (2) (f).
- (7) PROFICIENCY IN MATHEMATICS, READING, WRITING, AND IN EACH MAJOR, MINOR AND CONCENTRATION, EFFECTIVE AUGUST 31, 1992. An applicant who completes an initial professional education program on or after August 31, 1992, shall meet all of the following requirements:

- (a) The applicant shall have received a passing score on a standardized examination in mathematics, reading, and writing. The standardized examination and the passing score shall be determined by the state superintendent. The standardized examination may not be taken more than 3 times.
- (b) The applicant shall have received a passing score on a standardized examination in each major, minor and concentration in which licensure will be sought. The standardized examination shall be administered by the department and the passing score shall be determined by the state superintendent. The standardized examination may not be taken more than 3 times. The state superintendent may exempt a specific license area from the requirements of this paragraph or may modify the administration and format of the examination if a valid and reliable examination is not commercially available or if the number of licensures in a specific area does not justify the development of a valid, reliable examination.
- (8) **CHILDREN AT RISK, EFFECTIVE AUGUST 31, 1992.** An applicant who competes an initial professional education program on or after August 31, 1992, shall have completed course work in issues relating to children at risk, including the pertinent laws concerning child abuse and neglect; suicide; alcohol and other drug abuse; school age parents; delinquency and truancy; developmental disabilities; and the child welfare system, including the children's code, juvenile justice, public health, and social services.
- (9) **HISTORY, PHILOSOPHY AND SOCIAL FOUNDATIONS OF EDUCATION, EFFECTIVE AUGUST 31, 1992.** An applicant who completes an initial professional education program on or after August 31, 1992, shall have completed course work in the historical, philosophical, and social foundations underlying the development and purpose of education and current trends, issues, and various approaches in professional education programs in the United States.
- (10) **LEGAL, POLITICAL, ECONOMIC AND GOVERNMENTAL FOUNDATIONS OF EDUCATION, EFFECTIVE AUGUST 31, 1992.** An applicant who completes an initial professional education program on or after August 31, 1992, shall have completed course work in the legal, political, and economic aspects and governance of education and the organization, operation, policy making, and administration of schools and educational programs in the United States.
- (11) **MINIMUM GRADE POINT AVERAGE, EFFECTIVE AUGUST 31, 1992.** An applicant who completes an initial professional education program on or after August 31, 1992, shall have earned a grade point average of at least 2.75 on a 4.0 scale based on course work in the major, minor and concentration and in professional education course work, except student teaching; or standing in the upper 50% of the class as determined by the policy of the institution. Exceptions to this subsection may be granted by the state superintendent to no more than 20% of the applicants for an initial license in each licensing year beginning July 1 and ending June 30 the following year.
- (12) **GENERAL EDUCATION, EFFECTIVE AUGUST 31, 1992.** An applicant who completes an initial professional education program on or after August 31, 1992, shall have completed a general education component which constitutes at least one-third of the semester hours in

collegiate level course work required for the institution's baccalaureate degree. Course work included in the professional education sequence and major, minor or concentration may not be included in the general education component.

(13) **EDUCATION FOR EMPLOYMENT, EFFECTIVE AUGUST 31, 1992.** An applicant who completes an initial professional education program on or after August 31, 1992, shall meet the requirements in either par. (a) or (b).

(a) For an early childhood level license, the applicant shall have completed course work in program, curriculum, and instructional approaches which contribute to the preparation of pupils for work, including career explorations, practical application of the basic skills, and employability skills and attitudes.

(b) For an elementary, elementary/middle, or middle level license, the applicant shall have completed course work in program, curriculum, and instructional approaches which contribute to the preparation of pupils for work, including career explorations, practical application of the basic skills, economics and American economic institutions, and employability skills and attitudes.

(c) For a middle/secondary, secondary level, or kindergarten through grade 12 license, the applicant shall have completed course work in program, curriculum, and instructional approaches which contribute to the preparation of pupils for work, including career exploration and planning; practical application of the basic skills, employability skills and attitudes; knowledge of economics and American economic institutions, including business operations, agriculture and labor; entrepreneurship; and the development of specific occupational skills.

(14) **GIFTED AND TALENTED CHILDREN, EFFECTIVE AUGUST 31, 1992.** An applicant who completes an initial professional education program on or after August 31, 1992, shall have completed course work in identifying pupils who give evidence of high performance capability in intellectual, creative, artistic, leadership or specific academic endeavors, and in ways to provide access to systematic and continuous learning opportunities appropriate to pupils identified as gifted or talented.

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88; am. (3m) (intro.) and (a) (intro.), renum. (13) (a) and (b) to be (b) and (c), cr. (13) (a), Register, February, 1989, No. 398, eff. 3-1-89.

### Subchapter III — Early Childhood, Elementary, Middle and Secondary Level Education

**PI 3.06 Early childhood education: N-K, prior to July 1, 1992.** An applicant who completes an initial professional education program prior to July 1, 1992, may be issued a regular license to teach nursery school or kindergarten or both. The applicant shall have satisfactorily completed the general requirements in s. PI 3.05 and an approved program including at least 26 semester credits of professional education which include all of the following:

(1) Child growth and development.

- (2) Educational psychology or psychology of learning.
- (3) Methods and curriculum in early childhood education.
- (4) Student teaching, some of which shall be in nursery school and some in kindergarten, as follows:
  - (a) An applicant who completes an initial professional education program prior to August 31, 1990, shall complete at least 5 semester credits of student teaching.
  - (b) An applicant who completes an initial professional education program on or after August 31, 1990, shall complete student teaching as specified in s. PI 3.05 (6).

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88; am. (intro.), Register, February, 1989, No. 398, eff. 3-1-89.

**PI 3.065 Early childhood level education; PK-3, effective July 1, 1992.** (1) An applicant who completes an initial professional education program on or after July 1, 1992, may be issued a regular license under this section to teach prekindergarten through grade 3. The applicant shall have completed the general requirements in s. PI 3.05 and an approved program which includes all of the following:

- (a) At least 22 semester credits of professional education including all of the following:
    1. Growth and development of children from birth through age 8.
    2. Educational psychology or psychology of learning.
    3. Methods and curriculum in early childhood education.
    4. Assessment of children from birth through age 8.
    5. Language development.
    6. Parent involvement in early childhood education.
    7. Function and guidance of play.
    8. Models of early childhood education programs.
  - (b) Student teaching in prekindergarten, in kindergarten, and in at least one of grades 1 through 3.
- (2) To be issued a license to teach both early childhood and elementary level education, an applicant shall have completed an approved program under s. PI 3.075 (1) and an approved program under this section. The approved program under this section may be completed as the minor required under s. PI 3.075 (1) (b). The applicant shall have completed student teaching in prekindergarten, in kindergarten and in at least one of grades 1 through 6.
- (3) To be issued a license to teach both early childhood and elementary/middle level education, an applicant shall have completed an approved program under s. PI 3.08 and an approved program under this section. The approved program under this section shall be completed in addition to the minor required under s. PI 3.075 (1) (b). The applicant shall have completed student teaching in

prekindergarten, in kindergarten, in at least one of grades 1 through 6, and in another of grades 6 through 9.

History: Cr. Register, February, 1989, No. 398, eff. 3-1-89.

**PI 3.07 Elementary education: grades 1-8, prior to July 1, 1992.** (1) An applicant who completes an initial professional education program prior to July 1, 1992, may be issued a regular license under this section to teach grades 1 through 8. The applicant shall have completed the general requirements in s. PI 3.05 and an approved program including at least 26 semester credits of professional education which include all of the following:

- (a) Child development, including education psychology or psychology of learning.
- (b) Methods of teaching.
- (c) Student teaching in at least one of grades 1 through 8 as follows:
  1. An applicant who completes an initial professional education program prior to August 31, 1990, shall complete at least 5 semester credits of student teaching.
  2. An applicant who completes an initial professional education program on or after August 31, 1990, shall complete student teaching as specified in s. PI 3.05 (6).
- (2) An elementary or middle school teacher who is eligible for a license to teach grade 8 may be issued a license to teach grade 9 in a subject under subch. IV in which the applicant completed a minor.

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88.

**PI 3.075 Elementary level education: grades 1-6, effective July 1, 1992.** (1) An applicant who completes an initial professional education program on or after July 1, 1992 may be issued a regular license under this section to teach grades 1 through 6. The applicant shall have completed the general requirements in s. PI 3.05 and an approved program which includes all of the following:

- (a) At least 26 semester credits of professional education which include all of the following:
  1. Development of elementary school aged children, including educational psychology or the psychology of learning.
  2. Methods of teaching.
  3. Student teaching in at least one of grades 1 through 6.
- (b) A minor approved by the state superintendent.
- (2) A license under this section permits the holder to teach any subject in a self-contained class in any of grades 1 through 6; and the following subjects in grades 1 through 6 in a departmentalized or other school organization pattern: language arts, mathematics, science, social science and health. A license to teach a specific subject under subch. IV in grades 1 through 6 may be issued in a subject in which the applicant completed a minor.

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88.

**PI 3.08 Elementary/middle level education grades 1-9, effective July 1, 1992.** (1) An applicant who completes an initial professional education program on or after July 1, 1992, may be issued a regular license under this section to teach grades 1 through 9. The applicant shall have completed an approved program which includes all of the requirements under s. PI 3.075 and all of the following:

- (a) Development of the young adolescent, including educational psychology or psychology of learning.
  - (b) Methods of teaching, including organization and management of instruction for young adolescent learners.
  - (c) Student teaching, as required under s. PI 3.075 (1) (a) 3, and in another of grades 6 through 9.
- (2) A license under this section permits the holder to teach any subject in a self-contained class in any of grades 1 through 8; and the following subjects in grades 1 through 8 in a departmentalized or other school organization pattern: language arts, mathematics, science, social science and health. A license to teach a specific subject under subch. IV in grades 1 through 9 may be issued in a subject in which the applicant completed a minor.

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88.

**PI 3.09 Middle level education; grades 5-9, effective July 1, 1992.** (1) An applicant who completes an initial professional education program on or after July 1, 1992, may be issued a regular license under this section to teach a specific subject in grades 5 through 9. The applicant shall complete all of the requirements in s. PI 3.05, at least 2 minors, and an approved program which includes all of the following:

- (a) Development of the young adolescent, including educational psychology or psychology of learning.
  - (b) Methods of teaching in both of the minor subjects, including organization and management of instruction for young adolescent learners.
  - (c) Student teaching in at least one of grades 5 through 9 which includes student teaching in at least one of the subject areas in which licensure will be sought.
- (2) A license may be issued only in a subject in which a minor has been completed.

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88.

**PI 3.10 Middle/secondary level education; grades 6-12, effective July 1, 1992.** An applicant who completes an initial professional education program on or after July 1, 1992, may be issued a regular license under this section to teach a specific subject in grades 6 through 12. The applicant shall have completed an approved program which includes all of the requirements in s. PI 3.115 and all of the following: