

Chapter VTAE 3

**CERTIFICATION OF PERSONNEL:  
REQUIREMENTS AND PROCEDURES**

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Note: Chapter A-V 3 was renumbered chapter VTAE 3, Register, September, 1985, No. 357, eff. 10-1-85.

VTAE 3.001 Definitions. (1) "State board" as used herein means the state board of vocational, technical and adult education.

(2) "District" as used herein means a vocational, technical and adult education district.

(3) "Code" as used herein means the Wisconsin Administrative Code, ch. VTAE 3.

(4) "Recognized educational system" means a public or private educational system which is accredited or approved by public or private accrediting bodies, or by the United States office of education.

History: Cr. Register, February, 1981, No. 302, eff. 3-1-81; am. (3), Register, September, 1985, No. 357, eff. 10-1-85.

VTAE 3.01 Introduction; purpose. Certification is the affirmative outcome of a process by which the state board, through its staff, evaluates in terms of occupational, academic, and teaching experience the preparedness of professional employes to assume and continue in teaching, administrative, supervisory and other defined roles at the district level. The initial certification process is initiated after the assignment of an employe. The purpose of this chapter is to set forth minimum occupational, academic, and teaching experiences for education personnel employed by the districts in the positions designated by this chapter. The certification process shall be in harmony with affirmative action and equal employment opportunity commitments subscribed to by the state board and districts.

(1) GENERAL PROVISIONS. The application of this code is authorized by s. 38.04 (4), Stats.

(a) The provisions of this chapter apply to all administrators, supervisors, and coordinators, instructional staff, counselors, librarians, instructional media, audio-visual and curriculum specialists identified in this chapter and employed by district boards.

(b) State institutions which offer vocational instruction may request certification.

(c) Certification is limited to the specific instructional and related positions described herein.

(d) Requirements herein apply to all educational personnel certified after the effective date of this chapter.

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(e) Persons certified prior to the effective date of this chapter have the option to seek recertification status for the same position or instructional area under regulations governing their most recent certification or under the regulations of this code except in the instance of the life certificate. Subsection (3) (f) prohibits the issuance of new life certificates after the effective date of this chapter. Persons changing position or instructional area assignment after the effective date of this chapter shall comply with additional requirements for the new field in effect as of the effective date of this chapter.

(f) Certifications, licensures or other approvals by accredited or recognized organizations may be considered by the state board staff in evaluating the certification status of any personnel affected by these other organizations in the pursuit of a certifiable assignment in the VTAE system as teacher, administrator, supervisor-coordinator, counselor, librarian, instructional media, audio-visual or curriculum specialists. The state board may permit some equivalencies to be granted applicants who are subject to these other groups as well as to the state board. Equivalencies may be granted after an evaluation by the state board staff of the requirements of other recognized organizations to assure relevance of such requirements to the certification status of an applicant.

(2) PROCEDURE. (a) For new employes, the certification process shall be initiated by the district director after assignment of affected employees. The employes shall be parties to requests to the state board for certification by providing documentary proof as to their occupational, academic and teaching experiences.

(b) After initial certification pursuant to par. (a), individuals may request certification in additional areas. Such requests shall be submitted to the state board by the district certification officer together with proper documents and individual paid fee. The fee shall be equivalent to the normal fee charged to the district by the state board for initial certification.

(c) Renewal of the individually requested certificate described in par. (b) shall be granted, based upon evidence of continued occupational competency as demonstrated by occupational experience or current occupational coursework. In academic areas, renewal shall be based upon continued professional coursework in the area of certification, or occupational experience. Requirements detailed in VTAE 3.02 (4) (d) shall apply for the renewal of the 5-year certificate.

(d) Certification of individuals employed for first-time appointments shall be considered on a priority basis by both the district and the state board. Certification request for such personnel shall be submitted to the state board staff by the employing district or institution as soon as possible within the first 6 months after the new employe is hired.

(e) Requests for certification, including documentation for renewal, shall be processed on as timely a basis as possible during the school year by the district and the state board staff.

(f) The applicant for certification shall submit to the district director, or appointed representative of such administrator, all necessary docu-

specific relevance to the staff member's responsibilities, continuing education units (CEUs) and attendance in a district's associate degree or vocational diploma program areas. The district plan shall be approved, prior to its implementation, by both the local board and the state director.

History: Cr. Register, March, 1973, No. 207, eff. 4-1-73; am. (1), (3) (b) and (d), (4), r. (5) Register, February, 1981, No. 302, eff. 3-1-81.

**VTAE 3.07 Instructional media, audio-visual and curriculum specialists.**  
**(1) GROUP IDENTIFICATION.** Instructional specialist certification is required of those individuals in each district who are assigned to advise and assist the instructional staff in the use of various curriculum materials, instructional devices and audio-visual techniques.

**(2) APPROVAL REQUIREMENTS.** The requirements for provisional certification will be used.

**(3) PROVISIONAL CERTIFICATION REQUIREMENTS.** (a) *Education.* A graduate or undergraduate degree with major emphasis in audio-visual education, instructional media or curriculum.

(b) *Occupational experience.* Six months of occupational experience outside the field of education.

(c) *Teaching experience.* Two years of teaching experience as a certified teacher. Such certification may be obtained in any recognized educational system.

(d) *Renewal.* The provisional certificates shall be valid for 2 years. The provisional certificate shall be renewed if during the provisional certificate period the applicant makes satisfactory progress toward earning a 5-year certificate. Satisfactory progress shall be 6 approved semester credits or 2 months of approved appropriate occupational experience.

**(4) FIVE-YEAR CERTIFICATION REQUIREMENTS.** (a) *Education.* In addition to the requirements for provisional certification, the requirements noted at VTAE 3.02 (4) (a) 1-8, must be met.

(b) *Occupational experience.* Six additional months of occupational experience outside the field of education for a total amount of 12 months of experience.

(c) *Professional experience.* Two years of professional experience as a certified instructional media, audio-visual or curriculum specialist. Such certification may be obtained in any recognized educational system.

(d) *Renewal.* The certificate will be renewed if the applicant for renewal has documented evidence of continued professional growth. Minimum evidence shall be 6 approved semester credits or 2 months of appropriate occupational experience or other professional activity delineated by the district in a plan of such activities. The district plan of activities for professional growth may include workshops or conferences of specific relevance to the staff member's responsibilities, continuing education units (CEUs) and attendance in a district's associate degree or vocational diploma program areas. The district plan shall be approved, prior to its implementation, by both the local board and the state director.

History: Cr. Register, March, 1973, No. 207, eff. 4-1-73; am. (1), (3) (a), (c) and (d), r. and recr. (4), r. (5), Register, February, 1981, No. 302, eff. 3-1-81; am. (4) (a), Register, September, 1985, No. 357, eff. 10-1-85.

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VTAE 3.08 Alcohol and other drug abuse prevention and intervention program counselor. (1) **GROUP IDENTIFICATION.** Alcohol and other drug abuse prevention and intervention program counselor certification is required of those individuals in each district who are assigned to coordinate a program funded in whole or in part under s. 38.35, Stats., and ch. VTAE 13.

(2) **APPROVAL REQUIREMENTS.** The approval status under s. VTAE 3.01 (3) (c) is not appropriate and may not be granted to alcohol and other drug abuse prevention and intervention program counselors.

(3) **PROVISIONAL CERTIFICATION.** (a) *Education.* A bachelors degree or equivalent.

(b) *Occupational experience.* Two years of verifiable occupational experience in alcohol and drug abuse prevention and intervention, or alcohol and other drug abuse referral.

(c) *Renewal.* The provisional certificate shall be valid for 2 years. The provisional certificate shall be renewed if during the provisional certification period, the applicant makes satisfactory progress toward earning a 5-year certificate under sub. (4). Satisfactory progress shall be at least 4 approved semester credits or the equivalent.

(4) **FIVE-YEAR CERTIFICATION REQUIREMENTS.** (a) *Education.* 1. Educational psychology - 2 semester credits or 80 verifiable hours of instruction.

2. Guidance and counseling - 2 semester credits or 80 verifiable hours of instruction.

3. Human-intergroup or intercultural relations - 2 semester credits or 80 verifiable hours of instruction.

4. Alcohol and drug terminology - 1 semester credit or 40 verifiable hours of instruction.

5. Psychosocial and sociocultural aspects of alcohol and other drug abuse - 1 semester credit or 40 verifiable hours of instruction.

6. Pharmacological and psychopharmacological aspects of alcohol and other drugs - 1 semester credit or 40 verifiable hours of instruction.

7. Assessment instruments and procedures, including action planning, and alcohol and other drug abuse treatment and support resources - 1 semester credit or 40 verifiable hours of instruction.

8. Abnormal psychology, psychopathology on psychiatric disorders, or developmental psychology - 1 semester credit or 40 verifiable hours of instruction.

(b) *Professional experience.* In addition to the occupational experience under sub. (3) (b) 2 years of professional experience as a certified alcohol and other drug abuse prevention and intervention program counselor obtained in any recognized educational system.

(c) *Renewal.* The certificate will be renewed if the applicant for renewal has documented evidence of continued professional growth. Minimum evidence shall be 6 approved semester credits or 2 months of appropriate occupational experience or other professional activity delineated by the district in a plan of such activities. The district plan of activities for pro-

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Professional growth may include workshops or conferences of specific relevance to the staff member's responsibilities, continuing education units (CEUs) and attendance in a district's associate degree or vocational diploma program areas. The district plan shall be approved, prior to its implementation, by both the district board and the state director.

History: Emerg. cr. eff. 3-5-90; cr. Register, September, 1990, No. 417, eff. 10-1-90.