

(b) Academic credits, occupational experience or other professional activities required to fulfill certification renewal requirements which are begun after May 1 and completed before August 31 of the final year in a certification period may be applied, at the option of the certified person, toward either the current or immediately succeeding renewal period.

(8) **CERTIFICATION PERIOD.** The initial certificate is effective on the date which the person began work in the position requiring certification and remains effective until August 31 of the third year following issuance. All subsequent certificates shall take effect on September 1 of the year granted and remain effective through August 31 of the year of expiration.

(9) **CERTIFICATION OF NONDISTRICT EDUCATIONAL STAFF.** (a) The department of corrections, and the department of health and social services, including the division of youth services and the division of care and treatment facilities, may request certification from the board for employees who provide instruction for which district credit may be granted, and shall pay the costs associated with processing such requests.

(b) K-12 school districts may request certification from the board for secondary school instructors and shall pay the costs associated with processing such requests. Eligibility for certification granted under this paragraph shall be determined by the board based on consideration of factors including the secondary instructor's current certification by the department of public instruction; a determination that the high school course for which certification is sought is technical college introductory level occupational or occupational related; and a determination that enrollment in the course is limited to secondary students who have demonstrated a mastery of relevant prerequisite competencies. The certification eligibility factors shall be demonstrated in articulation agreements between the technical colleges and the secondary schools. Certification granted shall be for one academic year, or portion thereof, and may be renewed.

(10) **CERTIFICATION OF ADULT AND CONTINUING EDUCATION STAFF.** Each district shall establish and maintain certification standards subject to the approval of the director or designee for adult and continuing education staff who teach state aidable courses which are not part of state designated programs.

(11) **CERTIFICATION OF DRIVER EDUCATION STAFF.** Driver's education instructors are required to obtain a driver's education certificate. Certification requires the instructor to hold a valid Wisconsin driver's license and to have completed 6 semester credits in driver education and 3 semester credits in safety education, for a total of 9 credits completed in the field.

History: Cr. Register, April, 1993, No. 448, eff. 5-1-93; am. (9), Register, July, 1993, No. 451, eff. 8-1-93.

**VTAE 3.04 Educational occupational equivalencies.** The board shall deem the following occupational experience or combination of occupational experience and educational achievement to fulfill educational and academic requirements as follows:

(1) Employment as an apprentice or journeyman, or both, in the skilled trades for a total of 7 years shall be equivalent to a baccalaureate degree.

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(2) Occupational experience, combined with education and training to prepare a person for the occupation which totals 7 years or 14,000 hours, shall be equivalent to a baccalaureate degree. Each academic credit or equivalent credit shall be equal to 110 hours of occupational experience.

(3) Occupational experience totaling 7 years or 14,000 hours under sub. (1) or (2) combined with an earned baccalaureate degree shall be equivalent to a master's degree.

(4) One half year of teaching experience gained while holding a part-time provisional certification shall equal one quarter year of teaching experience.

(5) An exception to the occupational requirements identified under s. VTAE 3.05 (1) (b), (2) (b) and (3) (b) may be granted by the director or designee to a person with 2 years of related occupational experience as determined by the director or designee, who is hired to provide instruction in new and emerging occupations as determined by the state certification committee acting under s. VTAE 3.14 (4) (j). A plan shall be developed by the person granted such exception and the district director or designee, which shall be sufficient to allow renewal each certification period, and to ensure that the person acquires education and training for the occupation and 12 months of occupational experience specific to the area. The plan is subject to the approval of the director or designee. Certification pursuant to this subsection shall be renewed where the person makes progress toward earning a 5-year certificate as stated under s. VTAE 3.05 (2) (e) or (3) (e). A maximum of one year of the related occupational experience may include special study through armed forces' service schools, manufacturer's schools, tutoring and institutes, or approved in-service teacher training programs.

(6) An exception to the occupational requirements identified under s. VTAE 3.05 (1) (b), (2) (b) and (3) (b) may be granted by the director or designee to a person with certification who has 2 years of related occupational experience as determined by the director or designee, and who is eligible for certification in an additional instructional area. A plan sufficient to allow renewal each certification period shall be developed by the person granted such exception and the district director or designee to ensure that the person acquires education and training for the occupation and 12 months of occupational experience specific to the area. The plan is subject to the approval of the director or designee. Certification pursuant to this subsection shall be renewed where the person makes progress toward earning a 5-year certificate as stated under s. VTAE 3.05 (2) (e) or (3) (e). A maximum of one year of related occupational experience may include special study through armed forces service schools, manufacturer's schools, special tutoring and institutes or approved in-service teacher training programs.

History: Cr. Register, April, 1993, No. 448, eff. 5-1-93.

**VTAE 3.05 Instructional certification.** Each person employed by a district responsible for the delivery of classroom instruction or assisting in the management of one or more programs of a district shall obtain instructional certification from the board. An instructional certificate shall be granted as follows:

Register, July, 1993, No. 451

(1) FIVE-YEAR CERTIFICATE. A 5-year certificate shall be issued to a person employed by a district in a program approved by the board if the person has met all of the following requirements:

(a) Education and academic preparation. An academic instructor shall have a baccalaureate degree with a major in the subject area for which certification is sought, or a baccalaureate degree with 30 semester credits in the subject area. An occupational instructor shall have a baccalaureate degree or equivalent as determined under s. VTAE 3.04 (1) or (2). An occupational instructor shall have education or training preparing a person for the occupational area to be taught. Appropriate training may include vendor, manufacturer, in-service or other structured on-the-job training in the occupation.

(am) An academic or occupational instructor shall complete 2 semester credits approved by the director or designee which contain the competencies identified by the state certification committee under s. VTAE 3.14 (4) (a) in each of the following subjects, or shall complete equivalent

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