

## Chapter PI 3

## LICENSES

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**PI 3.01 Permits.** A permit is an instrument, limited in time to one year or fraction thereof and to one specific job, given to permit the employment of a person who does not meet the minimum legal requirements for teaching as stated in section 40.43 (3), Wis. Stats. and section PI 3.03 (1), (2), (3), (4) and (5), Wis. Adm. Code. The permit is recognized as a substandard instrument given to an unqualified person.

(1) No permit may be issued to any person for the school year 1959-60 or thereafter who has secured credits for less than 3 semesters of work as prescribed by a college offering an accredited 2 year professional education course.

(2) A permit may be granted only upon the written request of the employing official and/or the county or district administrator.

(a) Such request shall state that a satisfactory qualified person is not available.

(b) A permit shall be limited to a certain position and may not exceed one school year.

(c) All permits shall expire as of June 30 or sooner of the school year for which they are issued.

(d) No permit may be renewed unless there shall be a continued shortage of available satisfactorily recommended qualified teachers, and at least 6 semester hours of credit have been gained during the school year or the summer preceding the school year for which the permit is to be issued. These credits must be acceptable to the college at which the permit teacher is working toward her next diploma or degree.

(e) All permit teachers must have their credits evaluated and a suitable pattern of procedure established by the proper college authority.

(f) The state superintendent may issue or decline to issue permits at his discretion.

(g) A permit to be known as an intern license may be given to a person working in an internship program which is approved by the state superintendent of public instruction. An intern who is paid by a board of education must hold such a license. Such license may be issued only to a student recommended by the proper teacher preparing college or university authorities and must hold senior or graduate ranking. A signed request by the administrator of schools of the participating district must be filed as a condition for the issuance of such license.

**History:** 1-2-56; am. intro. par., and (1), Register, November, 1958, No. 35, eff. 12-1-58; am. intro. par; (2), (2) (d); cr. (2) (g), Register, September, 1960, No. 57, eff. 10-1-60.

Register, September, 1960, No. 57.

**PI 3.02 Special licenses.** A special license is an instrument, limited in time to one year or fraction thereof and to one specific job, to permit the employment of a legally qualified teacher who does not meet the legal qualifications for the teaching position he is asked to handle. (1) Such license shall expire as of June 30 of the school year of issue or earlier.

(2) No special license will be renewed unless at least 6 semester hours of college work are taken between the date of issuance and the date of renewal. Such work must be directed toward the deficiency or deficiencies.

(3) The administrative officer of the school must request such special license in writing and must explain the situation.

(4) The state superintendent may, at his discretion, issue a teaching credential to an eminent scholar or scientist upon the recommendation and at the request of a school administrator who will attest that he wishes said person to be employed in his school system. A renewal credential may be granted upon request with affirmation of successful teaching. Eminence to be determined through the applicant's peers.

**History:** 1-2-56; cr. (4), Register, September, 1960, No. 57, eff. 10-1-60.

**PI 3.03 Licenses.** A license is a one, two or three year instrument which indicates that the holder is fully qualified to teach the subjects or at the grade levels endorsed on the license.

(1) **KINDERGARTEN.** A 3 year license to teach kindergarten is given to any person, recommended by the proper college authorities, who has successfully completed an accepted kindergarten education program with a bachelor's degree from an accredited 4 year college or university. A holder of a life certificate in primary education who has secured a bachelor's degree in elementary education and who has had at least 3 years of successful public school teaching experience may have her life certificate endorsed for kindergarten teaching upon completing a minimum of 6 semester credits in kindergarten methods and materials and observation and/or student teaching at the kindergarten level. A holder of a life certificate in primary education who has secured less than a bachelor's degree but at least a 2 year professional diploma and who has had at least 3 years of successful public school teaching experience may have her life certificate endorsed for kindergarten teaching upon completing a minimum of 12 semester credits in courses within the college curriculum in the kindergarten field. Such courses must meet the approval of the state superintendent.

(2) **ELEMENTARY.** A 2 year license will be granted to any recommended graduate of an accredited Wisconsin public supported state or county college who has completed the approved 2 year non-degree teacher education course. A 2 year license will be granted to any recommended graduate of an accredited state college who has completed the approved 3 year non-degree teacher education course. A 3 year license will be granted to any recommended graduate of a state college, a state university, a private college or university who has earned a degree from an approved teacher education course. A degree-holding upper elementary teacher may be licensed at the ninth grade level in her areas of concentration when it is so recommended by the proper college authorities. Graduates of 4 year degree courses of out-

Register, September, 1960, No. 57.

of-state accredited colleges and universities are eligible for licenses providing they meet our state requirements. Graduates of 2 and 3 year courses in out-of-state colleges and universities are not eligible for regular licensing in Wisconsin based upon such preparation. The use of proficiency examinations in professional education and in subject areas may be substituted in part in lieu of regularly earned college credits. The method and extent of the use of such examinations shall be based upon the prior holding of a baccalaureate degree and upon the recommendation or recommendations of examining committees cooperatively established by the proper authorities of degree-granting colleges and universities accredited for the preparation of public school teachers in Wisconsin. Such recommendations as well as the plans and procedures involving the establishment of the examining committees and the overall methods of procedure must have the approval of the state superintendent before their acceptance for certification purposes.

(a) Degree-holding elementary teachers are expected to have a good general education background. It is strongly recommended that they acquire one or more subject matter areas of concentration.

(b) Degree-holding elementary teachers shall have graduated from an elementary education course approved by the state superintendent. A minimum of 26 semester credits of professional education including methods, child development including psychology of learning and student teaching is required. At least 5 semester credits will be required in student teaching, and a minimum of 8 semester credits in student teaching is suggested.

(3) HIGH SCHOOL. A 3 year license will be granted to a recommended degree-holding graduate of an accredited degree-granting college or university for those subjects for which he has had adequate preparation under the prescribed regulations. The use of proficiency examinations in professional education and in subject areas may be substituted in part in lieu of regularly earned college credits. The method and extent of the use of such examinations shall be based upon the prior holding of a baccalaureate degree and upon the recommendation or recommendations of examining committees cooperatively established by the proper authorities of degree-granting colleges and universities accredited for the preparation of public school teachers in Wisconsin. Such recommendations, as well as the plans and procedures involving the establishment of the examining committees and the overall methods of procedure, must have the approval of the state superintendent before their acceptance for certification purposes.

(a) High school teachers of all subjects shall have secured a good general education background for graduation from college. Colleges in Wisconsin preparing teachers for public high schools shall file their pattern of general education with the state superintendent in 1961 and at 4 year intervals thereafter. Applicants graduating from college in 1963 and thereafter shall have completed plan 1, plan 2 or plan 3 below:

1. One college or university approved major of at least 34 semester hour credits with one college or university approved minor of at least 22 semester hour credits.

2. Two college or university approved majors of at least 34 semester hour credits each.

3. One college or university approved broad field major of at least 54 semester hours.

4. Only those majors and minors that meet the standards of the college as to credits and pattern will meet the state requirements. These standards are those established by the college of graduation or the college in which the work in professional education is taken.

5. In all cases in which the college authorities recognize high school courses or other proof of proficiency by permitting advanced standing, such credit will be recognized in meeting the minor or the major when a statement of such recognition and placement is indicated upon the official transcript of the student or through an official note attached to the transcript.

(b) A license covering the broad field of science will be granted from 1960 to 1963 inclusive based on a major in science of at least 45 semester credits in science subjects with a minor of at least 20 semester credits in one science subject and at least one full year course of at least 8 semester credits in the other three courses. The subjects included are chemistry, physics, biology and earth science. Earth science courses may be in geology, meteorology, astronomy and physiography. As of January 1, 1964, the broad field science major must consist of at least 54 semester credits with a minor of at least 22 semester credits in one science subject and at least one full year course of at least 8 semester credits in the other three science courses. A minimum of 6 semester hours of college credit in mathematics shall be considered as a prerequisite to this major.

(c) A license covering the broad field of social studies will be granted from 1960 to 1963 inclusive based on a major in social studies consisting of at least 45 semester credits in social studies subjects with a minor of at least 20 semester credits in history and at least one full year course in sociology, economics, political science and social geography. Social geography will include all geography excepting physical geography. As of January 1, 1964, the broad field social studies major must consist of at least 54 semester college credits with at least 22 semester credits in history and at least one full year course in sociology, economics, political science and social geography.

(d) A license covering the broad field of music education will be granted in 1963 and thereafter upon a minimum of 54 semester hours in the field of music exclusive of methods. The pattern shall be approved by the state superintendent.

(e) Speech shall be considered an academic subject.

1. High school teachers of speech shall hold a minimum of an approved college minor in speech preparation. Speech certification shall become mandatory for all classroom teachers of speech with the school year 1962-63. Persons with at least 12 years of experience as teachers of speech prior to July 1, 1962 may be licensed without meeting the above requirement. Persons with from 8 to 11 years of experience as teachers of speech prior to July 1, 1962 may be licensed by completing 6 semester hours of college speech training. A course in speech fundamentals is required.

2. Extra-curricular speech activities. Certification for coaching or directing extra-curricular speech activities will be recommended but not required. Colleges are urged to establish suitable patterns of

preparation for coaching or directing extra-curricular speech activities. Such patterns should be established as minors and should be guides to employing officers.

(f) High school teachers must have at least 18 semester credits in professional education. These credits shall be in the fields of educational psychology or psychology of learning, methods to include some in the major subject, and at least 5 in student teaching. The remaining credits are elective in the field of professional education.

(4) SPECIAL SUBJECT FIELDS OF TEACHING. Three-year licenses will be granted to recommended degree-holding graduates of accredited degree-granting colleges or universities for those special subjects for which they are fully prepared in accordance with the prescribed regulations. The special subject fields are industrial arts, home economics, business education, agriculture, music, art and physical education.

(a) A major in a special subject shall consist of a minimum of 34 semester credits. The pattern in a special subject field may not be broad enough to cover the entire field. A license restricted to specific subjects within the field may then be issued.

(b) A minor in a special subject field shall consist of a minimum of 22 semester credits exclusive of methods. Licenses for minors in special subject fields may be restricted to certain grade levels or to certain subjects within the field.

(c) The professional sequence shall include the areas of educational psychology, child growth and development, curriculum, methods and student teaching. Preparation for 12 grade teaching must include student teaching at a minimum of 2 grade levels.

(5) REMEDIAL READING. A Wisconsin teacher's license based upon a degree is required. In addition 12 special semester credits must be obtained. Courses in remedial reading and in a remedial reading clinic are required. The remaining credits may be chosen from adolescent literature, children's literature, techniques of improving developmental reading and techniques of teaching the mentally handicapped. Three years of teaching experience are a prerequisite to obtaining this license.

**History:** 1-2-56; am. (1), (2), (3); cr. (4) and (5), Register, November, 1958, No. 35, eff. 12-1-58; am. intro. par., (1), (2), (2) (a), (3), (3) (a), (3) (a) 1, (3) (a) 2, (3) (a) 3; cr. (3) (a) 4 and (3) (a) 5; am. (3) (b) and (3) (c); renum. (3) (d) to be (3) (f); cr. (3) (d) and (3) (e); am. (4), (4) (a), (b); r. (4) (c); renum. (4) (d) to be (4) (c); am. (5), Register, September, 1960, No. 57, eff. 10-1-60.

**PI 3.04 Certificates.** Certificates are term and life. Three, four or five-year term non-renewable certificates indicate the length of time the holder has to reach the next level of legal certification.

(1) Five-year non-renewable certificates may be issued to graduates of recognized 2 year elementary teacher courses at the expiration of the 2 year license described in section PI 3.03 (2). The issuance of the renewal certificate shall be based upon proof of success as reported by superintendents, supervisors and principals and upon proof of the applicant having secured at least 6 semester credits of college work toward the bachelor's degree acceptable to the state superintendent. For any further certification the bachelor's degree in elementary education will be required. This rule shall take effect with the 2 year graduates of 1961.

(2) Since the graduate from a 2 year professional course in elementary education is allowed a total of 7 years to secure a degree in elementary education, the graduate of a 3 year course may have the same length of time after completing a 2 year course or the second year of a 3 year course. Term certificates will be issued upon graduation from the 3 year course in elementary education in accordance with the amount of time left within the above-mentioned period. For further certification the bachelor's degree in elementary education will be required. This rule shall take effect with the 3 year graduates of 1962.

(3) Life certificates may be granted to teachers who have earned bachelors' degrees or their equivalent and who are fully qualified graduates of a college or university accredited for teacher education under the following conditions.

(a) **Life certificates.** The unlimited or life certificate issued under date of July 1, 1962 or thereafter, for all types of certification, will be valid so long as the holder remains actively in the public school teaching profession. The credential shall become invalid if for 5 or more consecutive years the holder is not actively employed in a position in public education requiring the holding of a valid license. A person substituting for one-half of a school year shall be considered actively employed for that year. Such nullified credential may be renewed under regulations in force at the time of the application for renewal.

(b) **High school teachers.** They must hold a bachelor's degree and must have met the pattern of preparation approved by the state superintendent. Life certificates may be granted only in the major subject or subjects of preparation and such other subjects that have been taught successfully in Wisconsin public junior or senior high schools for at least three years and which were endorsed on a regular Wisconsin license during that period of time. At least 1 of the 3 years shall have been within the 3 year period prior to the application for the life certificate. Proof of success shall be furnished as requested by the state superintendent.

(c) **Elementary teachers.** They must have met the pattern of preparation approved by the state superintendent and must be properly recommended graduates of a degree course or its equivalent in elementary education from a college or university accredited to offer a degree in the preparation of elementary teachers. Each applicant for a life certificate in elementary teaching must have held a regular license or licenses to teach in Wisconsin elementary schools and must have taught successfully under such license or licenses for at least 3 years in Wisconsin public elementary schools. At least 1 of the 3 years shall have been within the 3 year period immediately prior to the application for the life certificate. Proof of success shall be furnished as requested by the state superintendent.

(d) **Special field teachers as described in PI 3.03 (4).** To secure a life certificate in a special field a teacher must hold a degree from an accredited college or university and must have secured an acceptable major or master's degree in that special field. The applicant must have taught successfully in the special field while holding a regular

Wisconsin license or licenses for at least 3 years. Such teaching must have been done in Wisconsin public schools.

**Note:** Life certificates may be issued to holders of minors in elementary school music teaching.

**History:** 1-2-56; am. (1); renum. (2) to be (3) and am.; cr. (2), Register, November, 1958, No. 35, eff. 12-1-58; am. (3); renum. (a), (b) and (c) to be (b) (c) and (d); cr. (3) (a); am. (3) (b), (3) (c) and (3) (d), Register, September, 1960, No. 57, eff. 10-1-60.

**PI 3.10 Special rules.** (1) **LIBRARIANS.** Librarians must hold a license to teach and must also have successfully completed courses in library science that cover the areas of school library administration, cataloging and classification, book selection, materials and reference. Minimum credits for certification in library science will be 15 semester hours. This rule shall become effective as of the school year 1960-61.

(2) **DRIVER EDUCATION.** (a) In order to receive a driver education license to teach practice driving education a person must hold a Wisconsin teaching license and must have earned at least 6 semester hours of approved credit in the field of safety education in an accredited teacher education college. At least 2 semester hours of such credit shall be in practice driving. First aid shall be included as a part of the safety education course. A standard Red Cross First Aid course may be substituted for the first aid portion of the 6 credit requirement. Applicants for the driver education license must hold a current Wisconsin driver's license and have an acceptable driving record.

(b) This rule shall be effective as of the school year 1959-60. To teach the classroom phase of driver education a person must complete the above requirements as of the school year 1962-63.

(c) Five year certificates will be issued to people who qualify under this rule. Such certificates may be renewed, subject to certification changes.

(3) **SUPERVISOR OR COORDINATOR.** A supervisor or coordinator under this rule is a person employed by a public school board of education as a general supervisor and director of instruction within any district or city school system. All general supervisors, coordinators and directors of instruction shall hold supervisors' licenses as of the school year 1959-60 and thereafter.

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

1. To obtain a license to act as supervisor or coordinator, the applicant must be at least 24 years of age and must be a citizen of the United States. A physician's statement certifying to satisfactory health must be presented as a part of the application. The report made under section 40.30 (10m) (a), Wis. Stats., may be used. A supervisor or a coordinator in cities of the first class must meet the health requirements established by the board of school directors pursuant to sections 38.23 and 40.30 (17) of the statutes.

2. To secure a supervisor's or coordinator's license, a person must hold a master's degree with graduate courses in the areas of curriculum; supervision; measurements; guidance; and child and/or adolescent development. Note that this master's degree may be in any field but must contain the pattern shown in this paragraph.

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

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

(c) People accepting new positions as supervisor or coordinator for the school year 1959-60 and thereafter must possess the proper supervisor's or coordinator's certificate. Those remaining in the position held in 1958-59 as supervisor or coordinator will be given until September 1, 1962 to qualify. Those 55 years of age or more on or before July 1, 1959 or who have held positions as supervisor or coordinator in Wisconsin public schools for 15 years or more as of that date need not qualify under this rule.

(d) A county supervising teacher who is employed as a general supervisor may secure a license as supervisor if fully qualified under PI 3.10 (3) (a) 1, 2 and 3. He may become eligible for the life certificate as supervisor by successfully completing 2 post-master's degree courses in education of at least 2 credits each and by producing evidence of successful work as a supervisor or coordinator for 3 or more years in Wisconsin public schools or as a county supervising teacher while holding a supervisor's or coordinator's license. Persons who held county supervising teacher positions on June 30, 1959 and who had at that time completed 15 full years as county and/or city school supervisors in Wisconsin may secure life certificates as supervisors if they have gained or do gain a minimum of 8 semester hours of graduate work in the general fields of school supervision or administration.

(e) General supervisors, curriculum coordinators and others classed as supervisors within the state department of public instruction whose regular duties take them into public schools to work with teachers, administrators or school boards, may secure licenses as supervisors if qualified under PI 3.10 (3) (a) 1, 2 and 3. They may become eligible for the life certificate as supervisor as in PI 3.10 (3) (b) or by serving successfully for 3 years as a supervisor within the state department of public instruction.



(4) **SCHOOL ADMINISTRATOR.** An administrator under this rule is a person employed by a public school board of education as a principal or as a superintendent of any district or city school system. The original administrator's certificate shall be issued for a 3 year term if the applicant meets the minimum requirements. If there are temporary deficiencies, one year administrative licenses may be issued which will be renewable if at least one of the course deficiencies is removed annually. After the minimum requirements are met, a regular 3 year certificate may be issued. After 3 years of successful administrative experience in Wisconsin public schools, while fully licensed, the life certificate may be granted to any administrator who holds the master's degree with the proper distribution of courses as indicated and who also has successfully completed a minimum of 2 courses of at least 2 graduate credits each at the post-master's level in subjects related to school administration, supervision or curriculum. This credential shall become invalid if for 5 or more consecutive years the holder is not actually employed as an administrator in Wisconsin public schools. To obtain a license to act as a school administrator, the applicant must be at least 24 years of age and must be a citizen of the United States. A physician's statement certifying to satisfactory health must be presented as a part of the application. The report made under section 40.30 (10m) (a), Wis. Stats., may be used. An administrator in cities of the first class must meet the health requirements established by the board of school directors pursuant to section 38.23 and 40.30 (17), Wis. Stats. Persons accepting new administrative positions for the 1959-60 school year and thereafter must possess the proper administrator's certificate. An administrator who remains in the position held in 1958-59 will be given until September 1, 1962 to fully qualify. Administrators who are 55 years of age or more on or before July 1, 1959 or who have held administrative positions in Wisconsin public schools for 15 years or more as of that date need not qualify under this rule. Administrators who have acquired tenure as principals in populous counties pursuant to section 40.42, Wis. Stats., need not qualify under this rule. Persons in administrative positions in Wisconsin public schools on or before July 1, 1959 may receive administrators' certificates without fulfilling the classroom teaching provision in PI 3.10 (4) (a), (b), (c) and (d). All administrators included under PI 3.10 (4) (a), (b), (c) and (d) must hold the proper license for an administrator in the school year 1959-60 and thereafter. Such license shall become invalid when the holder no longer holds a valid Wisconsin teacher's credential. The months and years of employment as an active administrator licensed in Wisconsin as such may be counted, for renewal licensing purposes, as both teaching and administration time. Note that the master's degree for administrators may be in any field but that the prescribed pattern of graduate courses in education must be taken. All references in (4) (a), (4) (b) and (4) (c) to elementary or secondary supervision or curriculum shall be considered as having been met if courses covering grades 1-12 have been taken.

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

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

2. A principal of a public elementary school with 11 or more teachers must hold a master's degree including at least 16 semester hours of credit in graduate work in education. A course in school administration and one in elementary supervision are required. The remaining courses may be selected from the following fields: elementary school curriculum; problems, issues or trends in elementary education; child psychology; measurements; and guidance. A principal must have had at least 3 years of public elementary school teaching experience, one of which may have been as principal.

4. An assistant principal must meet the same requirements as the principal within two years after being officially named to such position by the board of education.

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

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

2. An assistant principal must meet the same requirements as the principal within 2 years after being officially named to such position by the board of education.

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

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

2. An assistant principal must meet the same requirements as the principal within 2 years after being officially named to such position by the board of education.

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

1. He must hold a master's degree with graduate credit in courses in school administration, supervision and school business administration and in at least 3 of the following areas: curriculum; problems,

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

2. An assistant superintendent must meet the same requirements as the superintendent within 2 years after being officially named to such position by the board of education.

(e) **County superintendents.** A county superintendent may secure a license as principal, superintendent or supervisor if fully qualified under PI 3.10 (4) (a), (b), (c) or (d). He may become eligible for the life certificate as principal, superintendent or supervisor under the same conditions as in PI 3.10 (4) after holding a principal's, superintendent's or supervisor's license for 3 years while successfully acting as a county superintendent in Wisconsin. Persons who held county superintendencies on June 30, 1959 and who had at that time completed 15 years as county superintendents or whose county superintendency years combined with district school principalships or superintendency or supervision equalled at least 15 years on June 30, 1959 may secure life certificates in their administrative or supervisory field of preparation or experience if they have gained or do gain a minimum of 8 graduate semester hours in the general fields of school administration or supervision. Elementary administration only in schools that had 6 or more teachers may be included.

(f) *Assistant principal, principal or superintendent of the state school for the visually handicapped and the state school for the deaf.* An assistant principal, principal or superintendent of the state school for the visually handicapped and the state school for the deaf may secure a license as principal or superintendent if fully qualified under PI 3.10 (4) (a), (b), (c) or (d). He may become eligible for the life certificate as a principal or superintendent under the same conditions as in PI 3.10 (4) or by serving successfully for 3 years as assistant principal, principal or superintendent of either of the schools named in this section.

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

(h) **President of county college.** A president of a county teachers college shall be considered an administrator under these rules and may be eligible to apply for an administrator's license as a principal or as a superintendent if fully qualified under PI 3.10 (4) (a), (b), (c) or (d). The years spent as the principal or president of a county

teachers college shall count as years of public school administration. As of the school year 1963-64 the administrator's license shall be held as provided in Section 41.41 of the Wisconsin statutes.

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

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

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

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

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

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

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

**History:** 1-2-56; am. (7); r. & recr. (8); renum. (9) to be (11) and (10) to be (12); cr. (9) and (10), Register, July, 1958, No. 31, eff. 8-1-58; r. (1), (2), (3), (4), (5) and (6); renum. (7) and (8) to be (1) and (2); renum. (9) to be (3); am. (3) intro. par.; cr. (3) (d) and (3) (e); renum. (10) intro. par. to be (4) and am.; am. (4) (a), intro. par.; cr. (4) (e), (f), (g) and (h); renum. (11) to be (5) and am.; renum. (12) to be (7); cr. (6), Register, November, 1958, No. 35, eff. 12-1-58; am. (1), (2) (c), (3) (a), (3) (a) 2, (3) (a) 3, (3) (b), (3) (d), (4), (4) (a) 1; r. (4) (a) 2; am. and renum. (4) (a) 3 to be (4) (a) 2; am. (4) (b) 1, (4) (c) 1, (4) (d), (4) (e), (4) (h), (5), (6), Register, September, 1960, No. 57, eff. 10-1-60.

PI 3.20 Specialized areas. (1) SCHOOL SOCIAL WORKER. (a) Junior school social worker. Eighteen semester hours of professional education or its equivalent is basic. One year satisfactorily completed in an Register, September, 1960, No. 57.

approved school of social work at the graduate level is required. The state superintendent may issue temporary certification to applicants with deficiencies either in social work or education. Such deficiencies must be removed at the minimum rate of 6 semester hours per year. There shall be no life certificate at the junior school social worker level. All persons who qualify as junior school social workers after June 30, 1964 must reach senior school social worker status before any form of renewal license may be given.

(b) *Senior school social worker.* Eighteen semester hours of professional education or its equivalent. A master's degree in social work taken in an approved school of social work. A minimum of 3 years experience in a recognized social agency working with children and youth or performance of the work of a school social worker for 3 years. Credits obtained in the social work course that the school's department of education will accept as equivalent to professional education will be accepted toward a license to teach in (a) and (b). The state superintendent may also determine equivalency.

(2) SCHOOL PSYCHOMETRIST. (a) Eighteen semester credits of professional education or its equivalent.

(b) A bachelor's degree plus 24 semester credits of graduate work in psychology and/or education.

(c) At least 18 semester credits in courses listed in Group A and at least 6 semester credits in courses listed in Group B.

<i>Group A</i>	<i>Group B</i>
* Child or adolescent psychology	Introduction to education
* Psychology of learning	Modern philosophies (issues) in education
Experimental psychology	* Curriculum, elementary instructional problems or teaching course in subject major
Abnormal psychology	Education of exceptional children
* Tests and measurements	Remedial instruction
Statistics	Guidance techniques
Social psychology	School administration
Principles of psychotherapy	School law
* Individual mental testing	School finance
Projective psychology	Educational laboratory
* Supervised clinical practice	
Psychopathology	
Psychology of adjustment	
Social work	

*Note:* Courses taken for bachelor's degree not to be repeated.

\* Starred courses are required.

(d) At least 3 semester credits of supervised teaching or internship.

(e) Credits obtained in the area of psychology that the school's department of education will accept as equivalent to professional education will be accepted toward (a). The state superintendent may also determine equivalency.

(f) The life certificate as school psychometrist may be obtained after 3 years of successful full time work as a licensed school psychometrist in Wisconsin public schools. Credit towards a life certificate may be earned by a licensed school psychometrist for those years in

which his work has been that of a school psychometrist at least 25% of the time. Eligibility is secured when such part-time work equals 3 full school years.

(3) SCHOOL PSYCHOLOGIST. (a) A master's degree in psychology or education.

(b) Forty-eight semester credits of graduate work in the fields of psychology and education.

(c) Thirty semester credits in the field of psychology of which at least 24 semester credits shall be at the graduate level.

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

(e) At least 3 semester credits of acceptable supervised laboratory or clinical experience.

(f) Must have completed all courses required of school psychometrist.

(g) Must have had 4 years of experience in 2 or more of the following fields, 2 years of which must have been in school psychometric or psychological work: teaching in elementary or secondary schools (may be waived upon investigation of department), experience in guidance clinics at social agencies and institutions dealing primarily with children and adolescents, experience as school psychometrist under supervision, experience in an educational or psychological clinic.

(h) Credits obtained in the area of psychology that the school's department of education will accept as equivalent to professional education will be accepted toward (d). The state superintendent may also determine equivalency.

(i) Credit toward a life certificate may be earned by a licensed school psychologist if at least one-half of his time is spent as a school psychologist. Eligibility is secured when such part-time equals 3 years of full time work as psychologist or if 3 full years as school psychologist have been completed successfully.

(4) NURSERY SCHOOL TEACHERS. License will be granted upon evidence of completion of a four-year course in a school accredited for providing a professional major in the teaching of nursery school children.

(5) TEACHERS OF TRADES. Licenses to teach technical courses such as plumbing, electricity and allied subjects may be issued to otherwise unqualified people who have had at least 3 years of practical experience beyond apprenticeship and who successfully complete 18 semester hours of college work in education. The areas of educational psychology, methods of teaching and student teaching shall be included. The student teaching program under college supervision of the proper college authority may be established on the job.

(6) TEACHERS OF HANDICAPPED CHILDREN. (a) Persons preparing to be teachers of handicapped children must meet the general state requirement of a degree with the pattern approved for college or university of attendance in general education and professional education. Teachers holding a life certificate in another area of teaching or who have had a minimum of 4 years of successful teaching must

satisfy the requirements specified below for regular licensing and must also satisfy the requirement for a bachelor's degree if they do not hold a life certificate. Under exceptional circumstances, and on the written request of the employing superintendent, a 1 year permit may be issued to experienced teachers who have not completed the requirements listed here. On completion of the course requirements, the candidate becomes eligible for a 3 year license. On satisfactory completion of 3 years of experience in the specialty, the license may be converted to a life certificate.

(b) In general professional training 18 semester credits are required of which child or adolescent development, group tests and measurements, practice teaching with normal children and curriculum planning are required. The remaining credits may be chosen from methods of instruction, history of education, personality adjustment, educational sociology, fundamentals of speech, audio-visual education, recreation, guidance, kindergarten-primary methods and educational psychology.

(c) Six semester credits of college work in the general area of exceptional children are required of which a course in the psychology or nature of exceptional children is required. The remaining credits may be chosen from abnormal or clinical psychology, individual mental testing (survey), guidance of exceptional children, administration and supervision of special education, speech correction, health problems of the exceptional child, field work with the exceptional child, home and community planning, psychological appraisal of the physically handicapped and teaching of physical education for the handicapped child.

(d) The areas of specialization involved are as follows:

1. Teachers of the deaf. Eighteen semester credits are required of which practice teaching and observation (deaf), techniques of teaching school subjects (deaf), speech and speech reading for the deaf and language problems and development are required. The remaining credits may be chosen from anatomy of hearing and speech organs, advanced problems of speech for the deaf, auditory training, audiology (audiometry and hearing aids) and arts and crafts.

2. Teaching of the mentally retarded. Twelve semester credits of special work are required of which methods of teaching the mentally handicapped, practice teaching of the mentally handicapped and arts and crafts or industrial arts or home economics are required. The remaining credits may be chosen from courses in remedial reading, curriculum for the mentally handicapped, occupational information and guidance for the mentally handicapped, recreation for the mentally handicapped, art education for the retarded, music education for the retarded, introduction to mental retardation and educational problems of the cerebral palsied.

3. Orthopedic specialization. Twelve semester credits of special work are required of which methods of teaching crippled children and practice teaching of crippled children are required. The remaining credits may be chosen from remedial reading, kinesiology or physical reconstruction, survey of pathology of crippling conditions, technique of teaching the mentally handicapped and survey of speech correction techniques.

4. Speech correction specialization. Twenty-one semester credits are required. Introductory speech correction and/or language development, advanced speech correction, techniques of teaching speech correction, practice teaching speech correction, phonetics, hearing rehabilitation and/or acoustic instrumentation and organs of speech and hearing will be required, and the remaining credits may be chosen from speech for deaf, remedial reading and psychology of speech. Note: Personality adjustment in (6) (b) may be used in lieu of curriculum.

5. Vision specialization. Twelve semester credits are required. Practice teaching visually handicapped children, techniques of teaching school subjects to visually handicapped and Braille reading and writing are required, and the remaining credits may be chosen from arts and crafts, introductory speech correction, speech for the visually handicapped and anatomy of the eye.

6. Emotionally disturbed. Fifteen semester hours of special work are required, of which methods of teaching the emotionally disturbed and/or the socially maladjusted, practice teaching of disturbed children, remediation of learning difficulties are required. The remaining credits may be chosen from courses in remedial reading clinic, internship with disturbed children (state superintendent to determine), nature and needs of children who are emotionally disturbed, practicum in behavior problems, child psychiatry, abnormal psychology, introduction to mental retardation, agencies serving emotionally disturbed and/or socially maladjusted children, arts and crafts, survey in occupational therapy techniques, juvenile delinquency, diagnosis and treatment of pupil adjustment difficulties, clinical studies in guidance and emotional and personality development in the elementary school.

(7) DRIVER EDUCATION AID. Pursuant to section 20.650 (47), Wis. Stats., the state superintendent of public instruction establishes a plan for the apportionment of financial aids to qualifying high schools for driver education made available pursuant to section 20.560 (79), Wis. Stats.

(a) Aids shall be paid to high schools for students who during the preceding school year successfully concluded the complete driver education course with the behind-the-wheel phase taught by a legally qualified driver education teacher.

1. The behind-the-wheel training shall consist of a minimum of 6 hours.

2. The classroom phase of training shall consist of a minimum of 30 hours.

3. To be eligible for participation in the aids, school districts must have their plans for teaching driver education approved by the superintendent of public instruction before the course is given. Summer school courses, as well as those given during the regular school sessions, must be established on good educational procedures such as those involving length of class periods, number of hours per day and per week, and number of students per teacher. Significant changes to be made in a course which has been approved must be submitted to the state superintendent of public instruction. This becomes effective as of the summer session of 1959.



4. The aids shall be paid annually at as early a date as is practical after the department receives the money in accordance with section 20.560 (79), Wis. Stats.

(b) The rate at which such aids shall be paid will be determined annually by the state superintendent. He shall take into consideration the amount of money turned over to the department pursuant to section 20.560 (79), Wis. Stats., the anticipated revenue for the biennium, and the number of eligible students certified to the department in the annual reports of the school districts.

(c) School districts applying for this special aid shall report annually upon the number of students successfully concluding the complete driver education course, the name and qualifications of the teacher or teachers, and the detailed expenditures for salary, equipment, and supplies for the course.

(d) In no case shall this aid exceed the actual expenditure by the school district for driver education.

(e) Effective as of the school year 1960-61, only those schools whose complete driver education program is taught by fully qualified driver education teachers will fully share in the driver education aids. Those schools whose classroom phase of driver education was taught by teachers not holding a driver education license will receive no more than 80% of the full aid for that year.

(8) **SCHOOL COUNSELOR OR GUIDANCE WORKER.** This classification shall apply to those who perform counseling and guidance functions in an organized fashion. The recognized advisory duties of the regular classroom teacher shall not be considered as guidance. Qualified persons who are performing the duties of counselors or guidance personnel for 1960-61 may secure counselors' certificates. Proper certification of all school counselors or guidance workers spending one-fourth of the school day or more as counselors will be required as of 1963-64. Persons who have been officially designated as counselors or guidance workers and relieved from classroom and other duties one-fourth time for 5 or more years as of July 1, 1960 may be granted 3 year certificates without meeting the course requirements. Such certificates may be renewed by meeting one course requirement in 2b or 2c under School Counselor—Grade B and by having a minimum of one year of accumulated work experience after high school graduation in fields other than education. Five year renewal certificates may be obtained by earning graduate credits in two courses in 2b or 2c. The earning of credits shall be compulsory until grade B requirements are met. There will be no life certificates issued for guidance and counseling.

(a) **School counselor—grade B.** 1. General requirements are a bachelor's degree from an approved college or university, a current Wisconsin teaching license and a minimum of 2 years of teaching experience.

2. Educational requirements are a minimum of 18 semester hours of graduate work in education and guidance. Two courses among the following may be accepted from the undergraduate level, but this shall not decrease the graduate minimum requirement.

a. Required courses: a basic course in the introduction to a general understanding of guidance and a course in guidance techniques. Colleges and universities are urged to introduce and to require a course in supervised practice in counseling.

b. Select at least 3 courses from the following: human growth and development, including mental hygiene; educational and occupational information; curriculum development; statistics and measurements research; and study of individuals through tests, interviews, records and other means.

c. Other elective areas: administration and organization of guidance programs; group guidance; remedial and/or developmental reading; psychology of individual differences; school administration; the exceptional child; curriculum construction; and child or adolescent psychology.

(b) **School counselor—grade A.** 1. General requirements are a master's degree from an accredited college or university, a current Wisconsin teaching license, a minimum of 2 years experience as a counselor, a minimum of one year of accumulated work experience after high school graduation in fields other than education and at least 2 years of teaching experience.

2. Educational requirements: at least 6 additional semester hours of graduate credit (above B level requirement). If not already taken, this must include administration and organization of guidance programs. Other courses to be selected from list in 2a, b and c (under school counselor—grade B). An applicant for a counselor's license (at either level) may receive a 3 year license if fully qualified. A renewal certificate may be issued for 5 years. Such certificate may be renewed for 5 year intervals, subject to future rules.

(9) **VALIDITY OF LIFE CERTIFICATES.** All life certificates obtained under PI 3.20 (1), (2), (3), (4), (5) and (6) will be valid only so long as the holder remains actively employed in a public school professional position for which his license entitles him to employment. The credential shall become invalid if for 5 or more consecutive years the holder is not actively employed in a position in public education requiring the holding of a valid Wisconsin license. Such nullified credential may be renewed under regulations in force at the time of the application for renewal.

**History:** 1-2-56; am. (2) and (3); cr. (5) and (6), Register, November, 1958, No. 35, eff. 12-1-58; cr. (7), Register, April, 1959, No. 40, eff. 5-1-59; am. (1) (a), (2) (f), (3) (1), (6) (a), (6) (b), (6) (c), (6) (d) 2; cr. (6) (d) 6; (8) and (9), Register, September, 1960, No. 57, eff. 10-1-60.