

# Western Technical College

THE  ESSENTIAL EXPERIENCE



## *District Certification Renewal Plan*

### Professional Growth Guidelines for Certified Positions

2010-2015

January 2010

**WESTERN TECHNICAL COLLEGE  
DISTRICT CERTIFICATION RENEWAL PLAN**

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## I. Introduction

### A. Purpose

The Wisconsin Administrative Code Chapter TCS 3 requires a district plan of certification activities. Certification is a process by which the Wisconsin Technical College System Board (WTCSB) evaluates the occupational, academic, and teaching experience of an employee to determine his/her preparedness to work in the Wisconsin Technical College System. This process is related to the District certification philosophy and is governed by the Wisconsin Administrative code Chapter TCS 3. It is the continuous process that offers possibilities for educators to not only improve present skills, but to also expand these competency areas to meet changing needs.

### B. Certification Types

#### 1. Instructional Personnel

**5-Year-** Five-year certification is granted to individuals who are employed in state designated programs of a district after they have completed all outstanding educational and occupational requirements. Five-year certification is granted for an instructional area and is not granted for a course.

**Provisional-** Provisional certification is granted to individuals meeting requirements who are employed full-time (50% or more as determined by each district) in state designated programs of a district. Provisional certification indicates that an individual has additional requirements to complete before attaining five-year certification. Provisional certification is only granted for an instructional area and is not granted for a course.

**Part-Time Provisional-** Part-time provisional certification is granted to individuals meeting requirements who are employed part-time (less than 50% as determined by each district) in state designated programs of a district. Part-time provisional certification indicates that an individual has additional requirements to complete before attaining five-year certification. Part-time provisional certification is only granted for an instructional area and is not granted for a course.

**Part-Time Approval-** Part-time approval certification is granted to occupational instructors meeting requirements who are teaching a maximum of two courses within a certification renewal period and who are employed part-time (less than 50% as determined by each district) in state designated programs of a district. Part-time approval certification is only granted by course.

#### 2. Non-Teaching Certified Personnel (Provisional and 5-Year)

**Instructional Supervisor-** Each person employed by a district, under the direction of an instructional administrator, who supervises instructional staff, manages one or more district instructional programs, or supervises the development or design of instruction shall obtain an instructional supervisory certificate from the board.

**Instructional Related Supervisor-** Each person employed by a district, under the direction of an administrator, who supervises student services' staff including counselors or other certified instructional related staff, or maintains liaison with business and industry and the secondary schools within the district, but without the responsibility to deliver, develop, or design instruction, shall be required to obtain an instructional related supervisory certificate from the board.

**Instructional Administrator-** Each person employed by a district, including the district director, who manages, supervises or evaluates certified instructional staff and exercises overall supervisory responsibilities in matters affecting curriculum or instruction shall obtain an instructional administrative certificate from the board.

**Instructional Related Administrator-** Each person employed by a district who manages, supervises or evaluates instructional related supervisors or counselors and exercises overall supervisory responsibilities in matters affecting student services shall obtain an instructional related administrative certificate from the board.

**Instructional Specialist-** Each person employed by a district who advises and assists instructional staff in the development and use of various curriculum materials, instructional devices and presentation techniques, including audio-visual equipment, television, computers and equipment used to provide distance learning, shall obtain an instructional specialist certificate.

**Counselor-** Each person employed by a district who counsels students regarding vocational, career and personal concerns through the use of interviews, tests or other techniques utilizing modern counseling principles, shall obtain a counseling certificate from the board.

**Librarian-** Each person employed by a district who is responsible for the operation and management of a library and library services program shall obtain a librarian certificate from the board.

- C. *Required Courses-* The following courses must be completed before a 5-year instructional certificate will be granted:

Course Title	Course/ Req. No.	Course Outcomes
Curriculum/Course Construction	50	Plan, organize and construct curriculum
Technical and Adult Education in the WTCS	51	Describe the mission, function and organizational structure of the Wisconsin Technical College System
Teaching Methods	52	Identify appropriate teaching methods to effectively deliver instruction in your classroom
Educational Psychology	53	Apply educational/psychological principles of the teaching/learning process
Educational Evaluation	54	Construct, select and administer student evaluation measures
Guidance & Counseling	55	Apply basic counseling techniques to a classroom setting
Educational Diversity	69	Identify characteristics of diverse student populations and design a classroom to meet the needs of special student populations

D. *Educational Requirements for Non-Teaching Certified Personnel:*

<b>Certification Group</b>	<b>Course/Req. No.</b>	<b>Course Title/Education</b>
<b>Instructional Supervisor</b>		Same requirements as for an instructor, PLUS:
	58	Leadership and Supervision 2 cr.
	59	12 credits in professional education in addition to the above requirements
	61	Master's degree or equivalent
<b>Instructional Administrator</b>		Same requirements as for an instructor, PLUS:
	60	15 credits of professional education appropriate to the administrative position
	61	Master's degree or equivalent
<b>Counselor</b>	50	Curriculum or Course Construction 2 cr.*
	51	Technical & Adult Education in the Wisconsin Technical College System 2 cr.*
	52	Teaching Methods 2 cr.*
	53	Educational Psychology 2 cr.*
	54	Educational Evaluation 2 cr.*
	62	Master's degree in guidance and counseling (including the practicum experience); or bachelor's degree and 30 semester graduate credits in counseling and guidance (including the practicum experience)
	69	Educational diversity 2 cr.*
<b>Librarian</b>	51	Technical & Adult Education in the Wisconsin Technical College System 2 cr.*
	62	Master's degree in library science; or a bachelor's degree that includes 30 semester credits in library science.
<b>Instructional Specialist</b>		Must meet the same requirements as for an instructor, PLUS: academic preparation as a teacher and a bachelor's degree with a minimum of 15 credits in audio-visual education, instructional media, curriculum, instructional development, television, computers, or distance learning.
<b>Instructional Related Supervisor</b>		Must meet the five-year certificate education requirements for one of the following groups: Instructor Counselor Librarian Instructional Specialist PLUS:
	58	Leadership and Supervision 2 cr.*
	59	12 credits in professional education in addition to the above requirements
	61	Master's degree or equivalent
<b>Instructional Related Administrator</b>		Must meet the five-year certificate education requirements for one of the following groups: Instructor Counselor Librarian Instructional Specialist PLUS:
	60	15 credits of professional education appropriate to the administrative position
	61	Master's degree or equivalent
		*2 semester credits or complete approved equivalent district in-service activity

Additional information is available at the Wisconsin Technical College System Web site. The URL for that site is:  
<http://systemattic.wtcsystem.org/certification/default.htm>

## II. 5-Year Renewal Plan

### A. *Requirements*

All individuals holding 5-year certificates are required to renew their certification with a total of six credits every five years through one or a combination of the following:

- Completing six approved semester credits of study
- Completing 333 hours of appropriate occupational experience
- Completing six professional growth activity credits as defined in the *District Certification Renewal Plan*

### B. *Certification Renewal Request Form*

A *Certification Renewal Request Form* must be completed and submitted to the Certification Department. Verification of completion of an activity must include an official transcript, verification of employment, copy of program, verification of hours of attendance, certificate of completion, or other approved evidence. If you are uncertain of the appropriateness of an activity or type of completion verification required, prior approval is recommended. A separate request form needs be filled out for each activity completed and should be turned in as they are finished.

### C. *Credit Limits*

Credits may be accumulated from any or all categories up to the maximum credit limit established for each category. (See Professional Growth Activity Chart below)

### D. *Renewal Period*

Certificates may be renewed for a five-year period if requirements for renewal have been met prior to the expiration date. Activities completed toward certification renewal will be counted in the current renewal period. However, any activity completed during the final summer of a renewal period, beginning no earlier than May 1<sup>st</sup> of that year, may be applied toward either the period expiring on August 31<sup>st</sup> or the next renewal period. This is the only allowable carry over.

### E. *Acceptable Renewal Activities are outlined in the following Professional Growth Activity Chart*

In order to obtain credit for any of the following activities, prior approval from your supervisor is strongly recommended.

Acceptable Renewal Activities-5-Year

Certification Renewal Activity	Defined Value	Credits Accepted	Description
I. Educational: A. Graduate, undergraduate, associate degree or technical diploma course	Semester credit value of course	Max. is 6 credits	Completing graduate, undergraduate, associate degree or technical diploma course in an area related to the district's purpose and/or the individual's current assignment is acceptable as approved professional growth activity on a credit-for credit basis. Courses are not required to be part of a structured program leading to the awarding of a degree to be acceptable for professional growth. An official transcript is required to show the successful course completion for the granting of credits.
B. Job-related workshops, conferences, seminars, or continuing education courses	40 hrs. = 1 credit	Max. is 6 credits	Attendance at workshops, conferences, seminars, and continuing education courses where the agenda is related to the district's purpose and/or to the individual's current assignment is accepted as an approved professional growth activity. A minimum of a four-hour workshop, conference, or seminar is required for each activity submitted or a cluster of related activities equaling 4 hrs. Evidence of completion is necessary for the granting of professional growth activity credits.
C. Teaching- Credit courses  Teaching a course (Applies to non-teaching certified personnel)  Teaching a course (Applies to instructional personnel)	Sem. cr. value of course/activity	Max. is 4 credits	Teaching a graduate, undergraduate, associate degree or technical diploma course is an acceptable professional growth activity for <b><u>non-teaching certified personnel</u></b> based on the same number of credits as earned by the student.  Teaching a graduate or upper division undergraduate course will be recognized as an acceptable professional growth activity for <b><u>instructional personnel</u></b> based on the same number of credits earned by the student  The experience of teaching, rather than the subject matter, is the basis for recognition as a professional growth activity. Evidence of completion is necessary for the granting of professional growth activity credits.
D. Job Enrichment	40 hrs. = 1 credit	Max. is 2 credits	A formal cross-training effort or similar program, where a staff member interns, substitutes, is a mentor, is a mentee, or otherwise formally receives training or experience in a role other than their primary assignment within Western. Evidence of completion is necessary for the granting of professional growth activity credits.
E. Teaching/facilitating district certification course	Sem. cr. value of course/activity	Max. is 2 credits	Teaching a certification course or equivalent in-service activity will be recognized as an acceptable professional growth activity for both instructional and non-instructional staff. Credit equivalent will be the same as earned by the student. The experience of teaching, rather than the subject matter, is the basis for recognition as a professional growth activity. Evidence of completion is necessary for the granting of professional growth activity credits.
F. Curriculum/course development	<b>Dev. of new curriculum</b>  Up to the credit value of course	Max. is 4 credits	The development of new or significant changes in curriculum/instruction (beyond customary revision and updating) may be recognized as an approved certification renewal activity. Evidence of completion may include course outcome summaries, classroom/lab materials, or other documentation of curriculum changes.
G. District certification courses	Sem. cr. Value of activity	Max. is 6 credits	An initial certification course can be used for certification renewal if that course has not been used to meet initial certification requirements, and/or can be used as a refresher with prior supervisor approval. Verification of activity completion is required for the granting of professional growth activity credits.

<b>Certification Renewal Activity</b>	<b>Defined Value</b>	<b>Credits Accepted</b>	<b>Description</b>
II. Occupational Activities: A. Occupational experience	55 hours = 1 credit	Max. is 6 credits	Additional occupational experience paid or un-paid directly related to an individual's assignment is acceptable as an approved professional growth activity. The completed Verification of Employment Form is necessary for the granting of professional growth activity credits in this category.
B. Consulting	40 hours= 1 credit	Max. is 2 credits	Consulting to a business or industry directly related to an individual's assignment on a paid or un- paid basis is acceptable as an approved professional growth activity if outside of the person's contracted assignment.
III. Community & Professional Activities: A. Formal presentation	40 hours= 1 credit	Max. is 2 credits	Formal presentations at professional conferences, meetings, workshops, seminars, community groups, and organizations are acceptable as professional growth activity. Such activities must be related to an individual's assignment or must address education in general. Verification of presentation time is required for granting of professional growth activity credits. (Allow three hours of preparation per one hour of presentation.)
B. Literary Accomplishment	<b>New/Revisions</b> 40 book pages = 1 credit  <b>Article</b> 1 article page = 0.25 of a credit	Max. is 6 credits	Professional publications are acceptable as a professional growth activity. The publication must be related to an individual's assignment or must address education in general. Verification of professional publication is required for the granting of professional growth activity credits. Allow 1 credit for every 40 original pages (not including photographs) of a published book, and allow 0.25 of a credit for each article page published in a professional journal. Credit for revisions requires a presentation by the author to the Certification Officer to verify the development of new material.
C. College In-house Committee participation	40 hours= 1 credit	Max. is 1 credit	Participation as a member of a recognized college-wide committee is acceptable as a professional growth activity. Verification of this activity is required for the granting of a professional growth credit.
D. Leadership position/role	40 hours= 1 credit	Max. is 3 credits	Leadership as a chairperson, officer, board member, committee chairperson, etc., of a recognized state or regional committee in a professional, work-related association is acceptable as a professional growth activity. Leadership in community service organizations are also acceptable if non-sectarian and non-political. Written verification from the chairperson or another officer of the committee needs to be provided to receive professional development credits. Items included in the letter should include the dates and amount of time served, in addition to the duties and role held on the committee.
E. Other professional development activities	40 hours= 1 credit	Max. is 2 credits	Activities that do not fall under any of the previous certification categories may be considered. Activities may include but are not limited to Community Service Projects, Grant Writing, Occupational Certification/Licensure and Research & Development projects. An activity is worthy of consideration if it is beyond the employee's normal contract obligations and if it involves practical experience that will enhance the person's understanding of the field/area in which he/she is working. Credits awarded will be based on hours of participation. <b>To ensure receiving credit for an activity, pre-approval by the Certification Officer is required.</b>

**NOTE: Credits may be accumulated in each category, and the credits may come from multiple categories to fulfill the 6 credit requirement.**

### III. Provisional Renewal Plan

#### A. *Requirements*

All individuals holding Provisional certificates are required to renew their certification with a total of six credits every renewal period by completing the following:

- Required certification courses offered through colleges or universities, or
- Equivalent required certification course content offered through district In-service activities

Verification of completion of an activity must include an official transcript, copy of program, certificate of completion, or other approved evidence. If you are uncertain of the appropriateness of an activity or type of completion verification required, prior approval is recommended.

#### B. *Renewal Period*

Certificates may be renewed for additional two-year periods if requirements for renewal have been met prior to the expiration date. Activities completed toward certification renewal will be counted in the current renewal period. However, any activity completed during the final summer of a renewal period, beginning no earlier than May 1<sup>st</sup> of that year, may be applied toward either the period expiring on August 31<sup>st</sup> or the next renewal period. This is the only allowable carry over.

### IV. Part-Time Provisional Renewal Plan

#### A. *Requirements*

All individuals holding Part-time Provisional certificates are required to renew their certification with a total of two credits every renewal period by completing the following:

- Required certification courses offered through colleges or universities, or
- Equivalent required certification course content offered through district in-service activities
- 10 hours of in-service activities related to required certification courses AND two months of appropriate occupational experience. (Note: This option requires pre-approval by the District Certification Officer)

Verification of completion of an activity must include an official transcript, verification of employment, copy of program, verification of hours of attendance, certificate of completion, or other approved evidence. If you are uncertain of the appropriateness of an activity or type of completion verification required, prior approval is recommended.

#### B. *Time Limits*

Certificates may be renewed for additional two-year periods if requirements for renewal have been met prior to the expiration date. Activities completed toward certification renewal will be counted in the current renewal period. However, any activity completed during the final summer of a renewal period, beginning no earlier than May 1<sup>st</sup> of that year, may be applied toward either the period expiring on August 31<sup>st</sup> or the next renewal period. This is the only allowable carry over.

### V. Part-Time Approval Renewal Plan

#### A. *Requirements*

All individuals holding Part-time Approval certificates are required to renew their certification each renewal period by completing the following:

- Two semester credits of required certification courses offered through colleges or universities, or
- Equivalent required certification course content offered through district in-service activities, or
- 10 hours of in-service activities related to required certification courses AND two months of appropriate occupational experience. (Note: This option requires pre-approval by the District Certification Officer)

Verification of completion of an activity must include an official transcript, verification of employment, copy of program, verification of hours of attendance, certificate of completion, or other approved evidence. If you are uncertain of the appropriateness of an activity or type of completion verification required, prior approval is recommended.

B. *Renewal Period*

Certificates may be renewed for additional two-year periods if requirements for renewal have been met prior to the expiration date. Activities completed toward certification renewal will be counted in the current renewal period. However, any activity completed during the final summer of a renewal period, beginning no earlier than May 1 of that year, may be applied toward either the period expiring on August 31 or the next renewal period. This is the only allowable carry over.

## VI. **Certification Appeal Process**

A. *Purpose:*

The purpose of the certification appeal process is to promote voluntary settlement of any disputes concerning certification or certification renewal at the local district level.

Staff are responsible for ensuring that information submitted with their request for approval of certification activities is complete.

The appeal must be filed **within 45 calendar days** of the action or inaction, which serves as the basis of the appeal.

Appeals are covered under provisions of the code contained in TCS 3.16.

Decisions may be appealed at the District level or directly to the State Board.

B. *Procedure:*

Any person aggrieved by a decision of their supervisor or the District Certification Officer may appeal that decision according to the following guidelines:

### **Request for Appeal to the District Certification Officer.**

1. The requestor sends to the District Certification Officer a written statement supporting the professional value of the activity.
2. The District Certification Officer, within 15 calendar days after the receipt of the appeal, makes a second decision and returns the decision to the requestor.

### **Request for Appeal to the District Certification Committee.**

1. The requestor sends to the Chair of the District Certification Committee a written request to convene the committee to review the request.
2. The Chair of the District Certification Committee will provide a written acknowledgment of receipt of the appeal within 15 calendar days and will schedule and convene a hearing by the District Certification Committee to consider the appeal within 45 calendar days of receipt of the appeal. The appellant will be given ample notice of said hearing so that he/she may be present to answer questions and/or present clarification.

3. If at any time during the appeal process new documentation is brought forth to support the request, the appeal process stops and will be immediately referred back to the Certification Officer for review.
4. Within 15 calendar days after the close of the hearing, the Chair of the District Certification Committee will notify the appellant in writing of the decision of the Committee.
5. The decision of the District Certification Committee will be final at the local district level. If the appellant does not agree with the decision, she/he has the right to appeal the decision to the State Certification Committee.

#### **Request for Appeal to the State Certification Committee.**

If an activity for recertification credit is disapproved by the District Certification Committee, the decision may be appealed to the State Certification Committee according to the following procedure:

1. The requester shall send a written request to the State Certification Committee, in care of the State Certification Officer, asking that the decision be reviewed.
2. Upon receipt of the request, the State Certification Officer will solicit statements from all involved parties. The written material will include only information that has previously been shared with all parties.
3. The State Certification Committee will consider the request at its next scheduled meeting after all written materials have been received.
4. The requestor will be notified in writing within 15 calendar days of the decision of the committee. This decision is final.

All disapproved recertification activities may be appealed directly to the State Certification committee as provided for under provisions of the code contained in TCS 3.16.

#### **Completing an Activity while an Appeal is pending**

If a person participates in an activity without prior approval and approval is denied through the appeal process, the activity **will not be accepted** for certification and/or recertification credit.

If a person participates in an activity without prior approval and approval is granted through the appeal process, the activity **will be accepted** for certification and/or recertification credit.

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