



Appendix C

Application Review

Wisconsin Alternative Route to Licensure Program Application

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Appendix C:

Alternative Route Program Application Review

The PI 34 requirements for alternative route program approval are organized into six components. This tool, *Alternative Route Program Application Review*, is used during PHASE I when a program provider submits an application seeking approval to begin an alternative route to licensure program in Wisconsin. After reading the complete application, the review team uses this tool to record findings and to determine whether the alternative route program provider meets all the requirements for PHASE I program approval. The tool can also be utilized by the program provider to prepare the application materials.

Component I	Program Purpose
Component II	Financial and Education Resources
Component III	Instructional Design
Component IV	Student Admission and Advising
Component V	Student Assessment
Component VI	Program Evaluation



Wisconsin Quality Educator Initiative PI 34
Wisconsin Department of Public Instruction
Tony Evers, State Superintendent

COMPONENT I – PROGRAM PURPOSE

The alternative-route to licensure program will fulfill an identified need in Wisconsin, has a mission/vision and research based philosophy, and has identified specific goals and objectives.			
PI 34 Item	Application Requirement	Met	DPI Comment-Additional information required
PI 34.195 (1) (c) Need	A description of the need for the program based on <ul style="list-style-type: none"> • research that supports the identified need and • data specific to Wisconsin. 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
PI 34.195 (1) (c) Mission/Vision	A description of the program’s mission/vision, including the name of the program and the program provider(s).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
PI 34.195 (1) (c) Philosophy	A description of the program’s philosophy based on research that supports the philosophy.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
PI 34.195 (1) (c) Goals and Objectives	A description of the program goals and specific objectives for each goal, including goals and objectives which address: <ul style="list-style-type: none"> • increasing the diversity of Wisconsin educators and/or • eliminating shortages of licensed educators in specific license categories or in specific geographic locations. 	<input type="checkbox"/> Yes <input type="checkbox"/> No	

COMPONENT II – FINANCIAL AND EDUCATIONAL RESOURCES

The alternative –route to licensure program will have adequate educational and financial resources available to support the program.

PI 34 Item	Application Requirement	Met	DPI Comment-Additional information required
PI 34.195 (1) (d) Financial Resources	A budget and supporting financial documentation which <ul style="list-style-type: none"> ensures sufficient budgetary resources to fulfill the program mission and offer quality programs, adequate resources to support teaching by faculty and learning by students, and financial stability through program completion and follow-up. 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	A description of the <ul style="list-style-type: none"> student fees and tuition costs that will be charged and financial aid and scholarships available to students. 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	A description of the financial support or obligations due to collaborative or partnership efforts, if applicable.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
PI 34.195 (1) (d) Facility and Material Resources	A description of the program’s <ul style="list-style-type: none"> facilities and/or access to facilities and instructional resources which support teaching by faculty and learning by students. 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
PI 34.195 (1) (d) Human Resources	A plan for all personnel in the program which will clarify roles and responsibilities and ensure educational and financial support for the program. Include position descriptions.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The name of the administrator identified for the program and their supporting qualifications.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The names of the faculty identified for the program and their supporting qualifications.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The names of clinical supervisors/ mentors identified for the program and their supporting qualifications.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
PI 34.195 (1) (d) Marketing	A marketing plan which includes both recruitment goals and strategies.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

COMPONENT III – INSTRUCTIONAL DESIGN

The alternative route program instructional design will ensure that individuals recommended for initial educator licensure will be proficient in the Wisconsin educator standards including the knowledge, skills and dispositions developed for each standard.

PI 34 Item	Application Requirement	Met	DPI Comment-Additional information required
PI 34.02 PI 34.03 PI 34.04 PI 34.29 PI 34.30 Instructional Design	A description of the <ul style="list-style-type: none"> • instructional design of the program which confirms the program has • adopted the Wisconsin educator standards in PI 34 subch. II. 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	A description of the knowledge, skills, and dispositions that the program has developed for each educator standard.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	A description of <ul style="list-style-type: none"> • how the instruction will lead to proficiency in the standards and • how it will be delivered to program participants. 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	A description of the common courses and/or experiences that will be part of the instructional design.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	A description of how the program will determine the completion of a major or the equivalent of a major for content area licensure.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

The alternative route program instructional design will ensure candidates recommended for licensure in teaching, pupil services, or any administration programs where prior licensure is not a prerequisite will demonstrate knowledge and understanding of the statutory requirements and provisions identified in PI 34.15 (4) and s. 118.19.

Item	Application Requirement	Met	DPI Comment-Additional information required
118.19 (6) Cooperative Marketing and Consumer Cooperatives PI 34.15 (4)	A description of how the program will address (a) Cooperative marketing and consumer cooperatives for licenses in economics, social studies or agriculture.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
118.19 (6) Environmental Education PI 34.15 (4) (b)	A description of how the program will address (b) Environmental education including conservation of natural resources for licenses in agriculture, early childhood, middle childhood to early adolescence, science and social studies.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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PI 34 Item	Application Requirement	Met	DPI Comment-Additional information required
118.19 (8) Minority Group Relations PI 34.15 (4) (c)	A description of how the program will address (c) Minority group relations for all licenses including all of the following: 1. The history, culture and tribal sovereignty of American Indian tribes and bands in Wisconsin.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	2. The history, culture and contributions of women and various racial, cultural, language and economic groups in the United States	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	3. The philosophical and psychological bases of attitude development and change.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	4. The psychological and social implications of discrimination, especially racism and sexism in the American society.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	5. Evaluating and assessing the forces of discrimination, especially racism and sexism on faculty, students, curriculum, instruction, and assessment in the school program.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	6. Minority group relations through direct involvement with various racial, cultural, language and economic groups in the United States.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
118.19 (9) Conflict Resolution PI 34.15 (4) (d)	(d) Conflict resolution for all licenses including all of the following: 1. Resolving conflicts between pupils and school staff.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	2. Assisting pupils in learning methods of resolving conflicts between pupils and between pupils and school staff, including training in the use of peer mediation to resolve conflicts between pupils.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	3. Dealing with crisis, including violent, disruptive, potentially violent or potentially disruptive situations that may arise in school activities supervised by school staff as a result of conflicts between pupils or between pupils and other persons.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

The alternative route program instructional design will ensure candidates recommended for licensure in teaching, pupil services, or any administration programs where prior licensure is not a prerequisite will demonstrate knowledge and understanding of the statutory requirements and provisions identified in PI 34.15 (4) and s. 118.19.

PI 34 Item	Application Requirement	Met	DPI Comment-Additional information required
118.19 (12) Reading and Language Arts PI 34.15 (4) (f)	(f) Teaching reading and language arts using appropriate instructional methods including phonics for licenses to teach reading and language arts to pupils in grades PK to 6. In this paragraph “phonics” means a method of teaching beginners to read and pronounce words by learning the phonetic value of letters, letter groups and syllables.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
PI 34.15 (4) (g) Children with Disabilities	(g) Procedures used for assessing and providing education for children with disabilities , including roles and responsibilities of regular and special education providers.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
PI 34.15 (4) (h) Modifying curriculum	(h) Modifying the regular education curriculum when instructing pupils with disabilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

The alternative route program ensures candidates will complete clinical program requirements along with confirmation that the statutory requirement for student teaching is met (applicable for any teacher education program)

PI 34 Item	Application Requirement	Met	DPI Comment-Additional information required
Pre student teaching and Student Teaching 118.19 (3) (a) <i>full semester assignment for full days following the daily schedule and semester calendar of the cooperating school</i>	A description of the pre student teaching or pre practicum experiences in the clinical program and the student teaching experience in the clinical program.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The student teaching clinical program ensures compliance with the statutory requirements identified in s. 118.19 (3) (a), Stats. for candidates seeking their first initial educator license to teach.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	A description of the criteria for placements for student teaching.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Practicum <i>pupil services administration</i> PI 34.15 (5) (c)	A description of the practicum experience for candidates seeking a pupil services or administrator license.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	A description of the criteria for placements for practicum experiences.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Clinical program supervision and evaluation PI 34.17 (6) (c) PI 34.15 (5)	A description of the qualifications, including appropriate licensure, established for on-site supervisor/ cooperating teacher/ mentor.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	A description of the supervision and evaluation responsibilities of <ul style="list-style-type: none"> • the program supervisor, and • the on-site supervisor/ cooperating teacher/ mentor . 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	A description of the number of written evaluations from the program supervisor and the on-site supervisor/cooperating teacher/ mentor. Include examples of the developed evaluations.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The application includes a description of partnerships established with collaborating schools	<input type="checkbox"/> Yes <input type="checkbox"/> No	

COMPONENT IV – STUDENT ADMISSION AND ADVISING

The alternative route program will ensure admission requirements for success in the program and in obtaining licensure and program advising to support candidates throughout the program.			
PI 34 Item	Application Requirement	Met	DPI Comment-Additional information required
Admission PI 34.17 (6) (d)	A description of the student admission process which addresses the following: <ul style="list-style-type: none"> • Degree requirements • GPA or equivalent • Prior experience • Interview process • Criminal background checks • Other (e.g. letters of reference, community involvement, etc.). 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	A description of policies the program has developed for exceptions or waivers to the admission process.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	A description, if applicable, of the partnership agreement with an accredited IHE of granting a bachelors degree if students are not required to have a BS/BA degree for program admission.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
Advising PI 34.17 (6) (d)	A plan for student retention and career counseling.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	A plan for dealing with students who are not successful.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Completion PI 34.17 (6) (d)	A timeline for students to complete the proposed program.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

COMPONENT V – STUDENT ASSESSMENT

The alternative route program will ensure candidates are assessed on communication skills, human relations and professional dispositions, pedagogical knowledge, content knowledge, and clinical practice that will demonstrate proficiency in the Wisconsin educator standards (teacher, pupil services, and administrator).

PI 34 Item	Application Requirement	Met	DPI Comment-Additional information required
PI 34.195 (1) (c) Assessment System	A description of the assessment plan and how it will ensure proficiency in the Wisconsin educator standards.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	A description of the assessments of a student's communication skills* including: <ul style="list-style-type: none"> • Passing the Praxis I reading, writing, and math tests • Listening • Speaking • Media and Technology 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	A description of the multiple and ongoing assessments in human relations and professional dispositions.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	A description of the multiple and ongoing assessments in pedagogy.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	A description of the multiple and ongoing assessments in content knowledge including <ul style="list-style-type: none"> • Passing the Praxis II content exam • Performance tasks and levels of proficiency used to assess content knowledge. 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	A description of the multiple and ongoing assessments of the clinical practice including <ul style="list-style-type: none"> • Pre student teaching • Student teaching • Practicum 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	A description of the required documentation within a student's portfolio including <ul style="list-style-type: none"> • written evaluations from the clinical experiences and • documentation that will demonstrate proficiency in the educator standards, • pupil learning, and • student self reflection and self evaluation. 	<input type="checkbox"/> Yes <input type="checkbox"/> No	

* PI 34.01 (9) "Communication skills" means proficiency in reading, writing, mathematics, speaking, listening, media and technology including computers and emerging technology along with the ability to use those skills for instruction.

COMPONENT VI – PROGRAM EVALUATION

The alternative route program will systematically evaluate their program, conduct graduate follow-up studies as prescribed in PI 34.17 (6) (d) 2, and complete all state and federal reporting requirements.			
PI 34 Item	Application Requirement	Met	DPI Comment-Additional information required
PI 34.195 (1) (d) Program Evaluation	A plan for assessing how the program has reached its goals and objectives.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
PI 34.195 (1) (d) 2 Graduate Follow-up Studies	A description of how the program will systematically conduct graduate follow-up studies with candidates and employers and report to the public graduate performance in obtaining employment in Wisconsin schools and districts	<input type="checkbox"/> Yes <input type="checkbox"/> No	
PI 34.195 (1) (d) 2 Federal reporting	A plan for collaborating with the department in the evaluation and reporting of graduate performance including completer data and Title II reporting requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
PI 34.195 (1) (d) Program Improvement	A plan for using the information evaluated and reported to affect positive change in the program.	<input type="checkbox"/> Yes <input type="checkbox"/> No	