

Training 6-9: Employee Education Requirements



Welcome to the Wisconsin Department of Public Instruction's training module on the Private School Choice Programs. We will refer to the Private School Choice Programs as "Choice" or "Choice program" throughout this training. The Choice program is governed by Wis. Stat. §§ 119.23 and 118.60, as well as Wis. Admin. Codes ch. PI 35 and 48. Provisions of this training module are subject to statutory and rule changes.

In this section of the Fiscal and Internal Control practices requirements we will go through employee education requirements.

Employee Education

- Administrator, teacher, and teacher aide requirements are in Wis. Admin. Codes ch. PI 35 and 48, Section 16.
- This section explains:
 - The requirements in general
 - Foreign degree transcript evaluations
 - Required documentation for the credentials

The administrator, teacher and teacher aide requirements are in PI 35 and PI 48 in section 16. This section explains the requirements, foreign degree transcript evaluations and required documentation needed to support the credentials.

Administrator Requirements

- "Administrator" means the superintendent, supervising principal, executive director, or other person who acts as the administrative head of the school.
- A school may have multiple administrators.
- All administrators must have one of the following:
 - A bachelor's degree from an accredited college
 - A degree or educational credential higher than a bachelor's degree from an accredited college
 - A current Wisconsin DPI teacher license
 - A current Wisconsin DPI administrator license
- An administrator of a private school that prepares and trains pupils attending the school in rabbinical studies is not required to have a bachelor's degree.

An administrator means the superintendent, supervising principal, executive director, or other person who acts as the administrative head of the school. A school may have multiple administrators. The Choice administrator is an administrator.

All administrators must have one of the following:

1. A bachelor's degree from an accredited college.
2. A degree or educational credential higher than a bachelor's degree from an accredited college.
3. A current Wisconsin DPI teacher license.
4. A current Wisconsin DPI administrator license.

Rabbinical Studies Exception to administrator credentials: An administrator of a choice school that prepares and trains pupils attending the school in rabbinical studies is not required to meet the bachelor's degree requirement for administrators.

Teacher Requirements

- "Teacher" means a person who has primary responsibility for the academic instruction of pupils.
- All teachers, including substitute teachers, must have one of the following:
 - A bachelor's degree from an accredited college
 - A degree or educational credential higher than a bachelor's degree from an accredited college
 - A current Wisconsin DPI teacher license
- A teacher employed by a choice school who teaches only courses in rabbinical studies is not required to meet the bachelor's degree requirement for teachers.

A teacher means a person who has primary responsibility for the academic instruction of pupils. At least one person in the classroom must be a teacher.

All teachers, including any substitute teachers, must have one of the following:

1. A bachelor's degree from an accredited college
2. A degree or education credential higher than a bachelor's degree from an accredited college
3. A current Wisconsin DPI teacher license

This requirement is for all teachers at the school, regardless of whether the teacher has Choice students in their classroom. Since all substitute teachers must meet the educational credential requirement, the school may want to consider having a list of available substitute teachers. The school can require that the teacher provide documentation that it meets one of the requirements prior to including the teacher on the list.

Rabbinical Studies Exception to teacher credentials: A teacher employed by a choice school who teaches only courses in rabbinical studies is not required to meet the

bachelor's degree requirement for teachers.

Employee Education Documentation

- Degree documentation must be a copy of the degree or an official transcript indicating the individual received the required degree.
- The degree must be from an “accredited institution of higher education” which can be verified by identifying it on the U S Department of Education web page <https://ope.ed.gov/dapip/#/home>.
- If an individual has a foreign degree, a foreign transcript evaluation agency will need to be hired.

The school must maintain a copy of the degree or official transcript indicating the individual received the degree. The degree must be from an “accredited institution of higher education”, which can be verified by identifying it on the U S Department of Education web page.

If an individual has a foreign degree, a foreign transcript evaluation agency will need to be hired to validate the degree meets the requirements. A list of foreign transcript evaluation agencies that may be used is included in PI 35.16 (4) and 48.16 (4). The evaluation agency must determine that the degree is equivalent to a bachelor’s degree from an accredited institution of higher education in the United States.

Current License

- Ensure a teacher or administrator has a current Wisconsin license by completing the following:
 - Obtaining a copy of the license certificate, and
 - Verifying the license was currently active on the Wisconsin DPI teacher licensing website

<https://elo.wieducatorlicensing.org/datamart/publicSearchMenu.do>

To confirm that an administrator or teacher has a current Wisconsin license, the school must obtain a copy of the license and verify the license is active on the Wisconsin DPI teacher licensing website. The auditor will review the documentation for each teacher and administrator to verify the requirements have been met.

Teacher's Aide Requirements

- “Teacher Aide” means any individual assisting with educational programming who is not a teacher or a volunteer.
- All teacher aides must have one of the following:
 - High school diploma evidenced by:
 - Copy of high school diploma
 - Letter from the high school stating the individual graduated
 - Identification of high school graduation on a high school, college, or other post-secondary educational agency transcript
 - Diploma signed by the administrator of a home-based private educational program
 - General Educational Development (GED) certificate
 - High School Equivalency Diploma (HSED)
 - Degree or educational credential higher than a high school diploma, GED or HSED

“Teacher Aide” means any individual assisting with educational programming who is not a teacher or a volunteer.

All teacher aides must have a high school diploma, GED certificate, HSED diploma, or degree or educational credential higher than a diploma, GED, or HSED. A high school diploma should be evidenced by a copy of high school diploma, a letter from the high school stating the individual graduated, identification of high school graduation on a high school, college, or other post-secondary educational agency transcript, or a diploma signed by the administrator of a home-based private educational program.

A GED should be evidenced by the certificate that demonstrates that an individual has passed the GED test and received a GED certificate.

An HSED should be evidenced by the high school equivalency diploma.

Information about GED and HSED can be found at this DPI website
<https://dpi.wi.gov/ged>.

The school should maintain the evidence in the employee file for the auditor’s review.

Questions

Website: <http://dpi.wi.gov/sms/choice-programs>

Email: DPIChoiceAuditReports@dpi.wi.gov

Phone: 1-888-245-2732 ext. 3



If you have any questions about the information discussed in this training, please see the Private School Choice Programs homepage. The left menu bar of the Private School Choice Programs homepage has resources for both schools and auditors.

Choice schools may also contact the Choice auditors at the email on the slide, or call the toll-free number at 1-888-245-2732, extension 3 with questions.