

Technology & Engineering Vocational Based Licenses

Any educator who has a specific assignment to teach an advanced level occupational skills course in grades 9-12 shall hold a vocational license. The applicant shall have completed an approved program in technology education, hold a technology education license (#220) when seeking occupationally based vocational license(s).

Categories of Vocational License

- #292: Technology-Related Occupations-Manufacturing
- #293: Technology-Related Occupations-Communications
- #295: Technology-Related Occupations-Transportation
- #299: Technology-Related Occupations-Construction

How to apply for a vocationally based license:

Submit PI-1602-IS* (available at www.dpi.wi.gov/tepd/tepd/applications.html), and please attach the following:

1. Coursework

Two courses are required for the vocational licenses. Original transcript is required which verifies successful completion of the following courses:

- Principles of vocational, technical and adult education; and
- Organization and operation of cooperative education programs.

Listed below are universities which offer one, or both, of the courses needed. Please check for availability.

- UW-Madison
- UW-Milwaukee
- UW-Stevens Point
- UW-Stout
- UW-Whitewater
- Mount Mary
- Silver Lake
- Viterbo

2. Occupational Experience

The applicant shall have completed 2,000 hours of related occupational experience, of which 1,000 hours shall be in the specific area of the license sought (credit hours may factor into the licensing decision – see below).

- Paid occupational experience in related occupations for at least 60% of the required clock hours, and up to 40% in either or a combination of the following:

- a. Graduate credits in technical subjects specifically related to the vocational subject for which the license is being sought. One semester credit equals 95 clock hours of occupational experience.
- b. Attendance at workshops specifically related to the vocational subject for which the license is being sought. One clock hour of workshop experience may equal up to 3 hours of occupational experience. Approval of the state superintendent shall be obtained prior to attendance at the workshop.
- c. Department approved occupational internships completed for college or university credit. One hour of paid occupational internship equals 3 hours of paid occupational experience.

Note: When certifying in a second vocational area (i.e., you have the #292/Manufacturing and want to get the #299/Construction), only an additional 1000 hours is needed.

For submitting work hour verification, we will need a letter (preferably on company letterhead) from your employer(s) that includes:

- Job title
- The periods of employment
- Total hours accumulated
- A brief description of the job duties
- A signature of a company representative (verifying your employment and primary job title/duties)

If there are further questions, please contact me at brent.kindred@dpi.wi.gov.