



# Appendix B

## Application Review

### **Wisconsin License Based on Equivalency: Standards-based Assessment Process**



# Appendix B: Application Review

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## License Based on Equivalency: Standards-Based Assessment Process

The requirements for License Based on Equivalency: Standards-based Assessment program approval is organized into four components. This tool, *Appendix B*, is used when a program provider submits an application seeking approval to begin a program in Wisconsin. After reading the complete application, the review team uses this tool to record findings and to determine whether the program provider meets all the requirements for program approval. This tool can also be utilized by the program provider to prepare the application materials.

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|----------------------|--|
| <b>Component I</b>   | <b>Program Objectives</b>                  |
| <b>Component II</b>  | <b>Financial and Educational Resources</b> |
| <b>Component III</b> | <b>Eligibility &amp; Assessment</b>        |
| <b>Component IV</b>  | <b>Program Evaluation</b>                  |

## COMPONENT I – PROGRAM OBJECTIVES

<b>The equivalency-route to licensure program will fulfill an identified need in Wisconsin: to provide an experienced educator who has not completed a comparable state-approved educator preparation program a means to a DPI issued educator license.</b>			
<b>PI 34 Item/Statutes</b>	<b>Application Requirement</b>	<b>Met</b>	<b>DPI Comment Additional Information Required</b>
PI 34.195 (1) (d) Mission	The program’s mission and research-based philosophy.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
PI 34.195 (1) (b) Goals and Objectives	A description of the program goals and specific objectives ensuring candidate proficiency in the applicable standards in PI 34 subchapter II.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
PI 34.195 (1) (d)	A description of the timeline for candidate’s to complete the assessment process from admission through completion for teacher, pupil services and administrative licenses.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## COMPONENT II – FINANCIAL AND EDUCATIONAL RESOURCES

<b>The equivalency route to licensure program will have adequate educational and financial resources available to support the program.</b>			
<b>PI 34 Item/Statutes</b>	<b>Application Requirement</b>	<b>Met</b>	<b>DPI Comment- Additional Information Required</b>
PI 34.195 (1) (d) Financial Resources	A budget and supporting financial documentation which ensures sufficient budgetary resources to fulfill the program mission and provide stability for candidate completion and follow-up.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	A detailed accounting of all potential candidate fees.	<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) Human Resources	A description of all personnel which includes their name, roles, qualifications, and responsibilities in the program. Include supporting documentation.	<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 – ELIGIBILITY & ASSESSMENT

**The equivalency route program will ensure that candidates demonstrate proficiency in the applicable Wisconsin educator standards (teacher, pupil services, and administrator) and the statutory requirements specific to the license.**

PI 34 Item/Statutes	Application Requirement	Met	DPI Comment Additional Information Required
Eligibility  PI 34.195 (1)(b) 118.19 Stats.	A description of the process used to screen a candidate for eligibility. The screening criteria <b>must</b> include how the program will ensure the candidate has: <ul style="list-style-type: none"> <li>• the minimal degree requirements for the corresponding license, and</li> <li>• three years prior PK-12 teaching, pupil services, or administrative experience;</li> </ul> Additional screening criteria which <b>may</b> include the following: <ul style="list-style-type: none"> <li>• Prior training</li> <li>• Prior professional experiences</li> <li>• Prior educator preparation training</li> <li>• Interview process</li> <li>• Other (e.g., letters of reference, community involvement, etc.).</li> </ul>	<input type="checkbox"/> Yes  <input type="checkbox"/> No	

**The equivalency route program will ensure that candidates demonstrate proficiency in the applicable Wisconsin educator standards (teacher, pupil services, and administrator) and the statutory requirements specific to the license.**

PI 34 Item/Statutes	Application Requirement	Met	DPI Comment Additional Information Required
<b>Requirements for a Teacher License</b>			
Teacher  PI 34.195 (1)(b) 118.19 Stats.	A description of the assessment process that demonstrates through training and/or experience evidence of the candidate's knowledge, skills and dispositions for <b>teaching</b> including: <ul style="list-style-type: none"> <li>• educator standards</li> <li>• candidate communication skills*</li> <li>• content knowledge (includes content knowledge exam if applicable)</li> <li>• pedagogical skill</li> <li>• applicable developmental level(s) experience</li> <li>• evidence of student growth and learning socially, emotionally and intellectually</li> <li>• completion of a major or the equivalent of a major for content area licensure or requirements of other individual licenses in subchapter VII.</li> </ul>	<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.			
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> PI 34.15 (5) (b) PI 34.15 (4) (e)	A description of how the statutory requirements identified in s. 118.19(3)(a), has been addressed for candidates seeking their first initial educator license to teach	<input type="checkbox"/> Yes  <input type="checkbox"/> No	
118.19 (6) Cooperative Marketing and Consumer Cooperatives  PI 34.15 (4)	A description of how the program will ensure candidates are proficient in: <b>(a) Cooperative marketing and consumer cooperatives</b> for licenses in economics, social studies or agriculture.	<input type="checkbox"/> Yes  <input type="checkbox"/> No	

**The equivalency route program will ensure that candidates demonstrate proficiency in the applicable Wisconsin educator standards (teacher, pupil services, and administrator) and the statutory requirements specific to the license.**

<b>PI 34 Item/Statutes</b>	<b>Application Requirement</b>	<b>Met</b>	<b>DPI Comment Additional Information Required</b>
118.19 (6) Environmental Education  PI 34.15 (4) (b)	A description of how the program will ensure candidates are proficient in: <b>(b) Environmental education</b> 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	
118.19 (8) Minority Group Relations  PI 34.15 (4) (c)	A description of how the program will ensure candidates are proficient in: <b>(c) Minority group relations</b> for all licenses	<input type="checkbox"/> Yes <input type="checkbox"/> No	
118.19 (9) Conflict Resolution  PI 34.15 (4) (d)	A description of how the program will ensure candidates are proficient in: <b>(d) Conflict resolution</b> for all licenses	<input type="checkbox"/> Yes <input type="checkbox"/> No	
118.19 (12) Reading and Language Arts  PI 34.15 (4) (f)	A description of how the program will ensure candidates are proficient in: <b>(f) Teaching reading and language arts</b> 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	A description of how the program will ensure candidates are proficient in: <b>(g) Procedures used for assessing and providing education for children with disabilities</b> , including roles and responsibilities of regular and special education providers.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**The equivalency route program will ensure that candidates demonstrate proficiency in the applicable Wisconsin educator standards (teacher, pupil services, and administrator) and the statutory requirements specific to the license.**

<b>PI 34 Item/Statutes</b>	<b>Application Requirement</b>	<b>Met</b>	<b>DPI Comment Additional Information Required</b>
PI 34.15 (4) (h) Modifying curriculum	A description of how the program will ensure candidates are proficient in: <b>(h) Modifying the regular education curriculum</b> when instructing pupils with disabilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Requirements for a Pupil Services License</b>			
Pupil Services	A description of the assessment process that demonstrates through training and/or experience evidence of the candidate's knowledge, skills and dispositions for <b>Pupil Services</b> including: <ul style="list-style-type: none"> <li>• Pupil Services standards</li> <li>• Content knowledge exam if applicable</li> <li>• Completion of master's or master's equivalent or Ed.S. or Ed.S. equivalent for pupil services licensure in subchapter VIII.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Practicum <i>pupil services</i>  PI 34.15 (5) (c)	A description of how prior experience will be reviewed for candidates seeking a pupil services license in order to comply with specific requirements for a specific license.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
118.19 (8) Minority Group Relations  PI 34.15 (4) (c)	A description of how the program will ensure candidates are proficient in: <b>(c) Minority group relations</b> for all licenses	<input type="checkbox"/> Yes <input type="checkbox"/> No	
118.19 (9) Conflict Resolution  PI 34.15 (4) (d)	A description of how the program will ensure candidates are proficient in: <b>(d) Conflict resolution</b> for all licenses	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**The equivalency route program will ensure that candidates demonstrate proficiency in the applicable Wisconsin educator standards (teacher, pupil services, and administrator) and the statutory requirements specific to the license.**

PI 34 Item/Statutes	Application Requirement	Met	DPI Comment Additional Information Required
<b>Requirements for an Administrative License</b>			
118.19	A description of the assessment process that demonstrates through training and/or experience evidence of the candidate's knowledge, skills and dispositions for <b>administration</b> including: <ul style="list-style-type: none"> <li>• Administrator standards</li> <li>• Completion of master's or master's equivalent or Ed.S. or Ed.S. equivalent for administrative licensure in subchapter IX.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Practicum <i>administration</i>  PI 34.15 (5) (c)	A description of how prior experience will be reviewed for candidates seeking an administrator license in order to comply with specific requirements for a specific license.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
118.19 (8) Minority Group Relations  PI 34.15 (4) (c)	A description of how the program will ensure candidates are proficient in: <b>(c) Minority group relations</b> for all licenses	<input type="checkbox"/> Yes <input type="checkbox"/> No	
118.19 (9) Conflict Resolution  PI 34.15 (4) (d)	A description of how the program will ensure candidates are proficient in: <b>(d) Conflict resolution</b> for all licenses	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## COMPONENT IV – PROGRAM EVALUATION

The equivalency route program will systematically evaluate their program, conduct completer follow-up studies as prescribed in PI 34.17 (6) (d) 2, and complete all state and federal reporting requirements.			
PI 34 Item/Statutes	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 Completer Follow-up Studies	A description of how the program will systematically conduct follow-up studies with <b>completers</b> and <b>employers of completers</b> .	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	A plan for tracking <b>completer</b> performance in obtaining employment in Wisconsin schools or school districts, and <b>completer</b> performance in advancing from initial to professional educator license and master educator license after the first five years of employment.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
PI 34.195 (1) (d) 2 Federal reporting	A plan for reporting <b>completer</b> data for Title II reporting requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
PI 34.195 (1) (d) Program Improvement	A plan for collecting, aggregating, and using data to inform program improvements.	<input type="checkbox"/> Yes <input type="checkbox"/> No	