



## Five-Year Certification

Full- and part-time occupational and academic instructional staff

### Initial Certification

Academic Subject Area(s)

- Baccalaureate degree with major in subject area or Baccalaureate degree with 30 credits in subject area.
- 12 months (2,000 hours) non-education work experience.

Occupational Subject Area(s)

- Baccalaureate degree or equivalent (occupational experience of 14,000 hours) and appropriate training.
- 24 months (4,000hours) non-education work experience in appropriate field.

### Renewal

- Six (6) credits each five (5) years, or two (2) months occupational experience, or other professional activities identified in the district plan.
- Credits earned after May 1 and completed before August 31 of the final year of the certification period may be applied to either the current or next certification period.



## Certification Procedures

Materials/documentation needed prior to initial certification:

- Completed and signed VE-CE-112 form
- Official (original) transcripts from all colleges/universities
- Completed Verification of Employment forms
- Copy(s) of licenses/certifications



Questions and requests for additional information should be directed to:

**Lisa Kwarciany**  
**Certification Officer**

**Lakeshore Technical College**  
**1290 North Avenue**  
**Cleveland, WI 53015-1414**

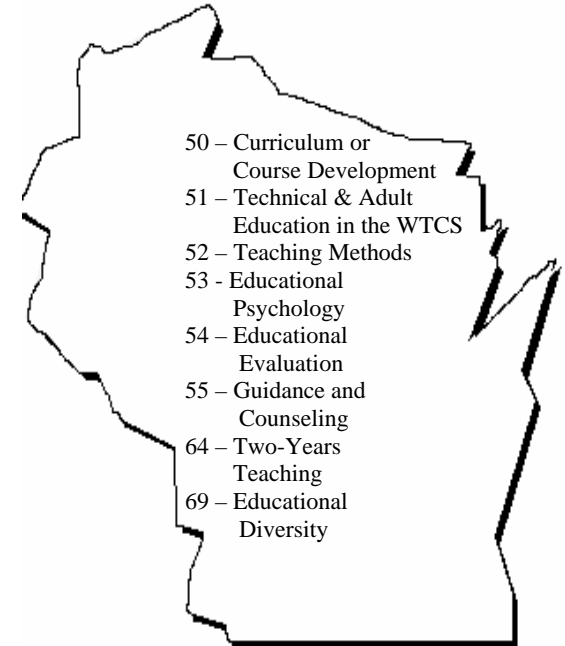
**920.693.1158 (Direct Line)**  
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## Wisconsin Technical College System

## Instructor Certification Requirements



May 1,1994

Equal Opportunity Affirmative Action  
Employer/Educator



## Full-Time Provisional Certification

Require for full-time academic and occupational instructional staff

No Limit on courses

### Initial Certification

Academic Subject Area(s)

- Baccalaureate degree with minor or Baccalaureate degree with 20 credits in subject area
- 12 months (2,000 hours) non-education work experience

Occupational Subject Area(s)

- Baccalaureate degree or equivalent (occupational experience of 14,000 hours) and appropriate training
- 24 months (4,000 hours) non-education work experience in appropriate field

### Renewal

- Initial certification period is 3 years
- Renewal is 6 credits in 3 years of required courses #50-69
- Future renewals are 6 credits in two years



## Part-Time Provisional Certification

Part-time academic instructional staff; and part-time occupational instructional staff teaching more than 2 program courses per renewal period.

No limit on courses assigned as long as less than 50% workload.

### Initial Certification

Academic Subject Area(s)

- Baccalaureate degree plus 20 credits or minor in subject area
- 12 months (2,000 hours) non-education work experience

Occupational Subject Area(s)

- Baccalaureate degree or equivalent (occupational experience of 14,000 hours) and appropriate training
- 24 months (4,000 hours) non-education work experience in appropriate field

### Renewal

- Initial certification valid for 3 years
- 2-year renewal period
- 2 credits of in-service/educational requirements #50-69



## Part-Time Approval Certification

Part-time occupational instructional staff ONLY

Limit teaching to 2 program courses per renewal period

### Initial Certification

- Baccalaureate degree or equivalent (occupational experience of 14,000 hours) and appropriate training
- 24 months (4,000 hours) non-education work experience in appropriate field

### Renewal

- Initial certification valid for 3 years
- 2-year renewal period
- 2 months occupational experience plus 10 hours in-service/educational requirements #50-69  
*OR*
- 2 credits of in-service/educational requirements #50-69