

CERTIFICATION GUIDELINE 4

SUBJECT

Courses and Programs That Can Be Used to Satisfy Educational Requirements 58, 59 & 60.

Educational Requirement 58-2 credits of supervision.

Educational Requirement 59-12 credits in professional education appropriate to the supervisory position.

Educational Requirement 60-15 credits in professional education appropriate to the administrative position.

GUIDELINE DEFINITION

- Supervisors must complete two semester credits in supervision (Educational Requirement 58).
- Supervisors and administrators must complete twelve/fifteen semester credits of professional education (Educational Requirements 59 or 60) in the subject areas of program evaluation, personnel management, finance and budget, public relations, and principles of administration. Individuals are encouraged to become competent in each of the subject areas.
- The same two credits may not be used for more than one requirement.
- These courses can come from a variety of sources, including undergraduate and graduate course work or the alternative options below.

Educational Requirement 58

- The Wisconsin Leadership Development Institute (WLDI) experience may be utilized for Educational Requirement 58 by individuals provisionally certified as supervisors. Transcribed credit is not required, but documentation of completion must be provided.

OR

- An assessment of individualized learning activities documenting completion of the competencies will be recognized as meeting Educational Requirement 58 when approved by the district facilitator or professional development coordinator and the district certification officer.

Educational Requirements 58, 59, 60

- A Master's Degree or Doctorate in programs such as Administrative Leadership, Administrative Management, Business Administration, Educational Policy and Leadership Individuals shall be recognized as meeting Educational Requirements 58, 59, and 60. The degree will be listed on the 116 Form in lieu of identifying course work.
- Other administrative degree programs with a leadership/supervisory emphasis will be considered based on course work completed.

Educational Requirements 59 and 60

- Completion of the WLDI experience will be recognized as meeting Educational Requirement 59 or 60 when documented by an official university transcript.
- Associate Degree Supervisory Management courses relevant to the subject areas identified in the guideline definition above will be recognized as meeting Educational Requirements 59 or 60 if approved by the district certification officer.
- Completion of other associate degree courses relevant to the subject areas identified in the guideline definition above and integral to the job duties of the individual may be recognized as meeting Educational Requirement 59 or 60 if approved by the district certification officer.
- Transcribed advanced standing credit towards WTCS Supervisory Management or other relevant subject areas will be recognized as meeting Educational Requirements 59 and 60.

EXAMPLE

A business dean is allowed to take an undergraduate course on Managing Network Operations for Educational Requirement 59.

RATIONALE

Educational Requirement 58, 59 and 60 exist to assure some level of training for supervisors and administrators in the Wisconsin Technical College System (WTCS). There is recognition this content can come from a variety of sources.

Implemented: May 7, 1993

Last Reviewed/Revised: December 2003