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State of Iowa
DEPARTMENT OF PUBLIC INSTRUCTION
Teacher Education and Certification Division
Grimes State Office Building
Des Moines, Iowa 50319

RULES
FOR
TEACHER EDUCATION AND CERTIFICATION

1984

3-509

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NOTE TO READERS OF THIS DOCUMENT

We have reorganized certain material in the Endorsement chapter; therefore, the numbering sequence is not in the order found in previous issues of this publication. The material was organized for consistency in grade levels and content.

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CHAPTER 13
GENERAL INFORMATION AND REQUIREMENTS FOR CERTIFICATION

13.1 Applicants desiring Iowa certification. Certificates are issued only upon application filed on a form furnished by the department of public instruction. This form is available upon request from the teacher education and certification division, or also from Iowa college and university education departments, local superintendents, and area education agency administrators.

Any applicant for certification, who is a graduate of a baccalaureate or postbaccalaureate teacher preparatory program from a recognized Iowa (see 13.10) or recognized nonIowa institution (see 13.11) shall have the recommendation of the properly designated official of the recognized teacher education institution where the preparation was completed. Such applicant shall be deemed to have met requirements for initial, regular certification in Iowa, provided the level of preparation required in Iowa has been attained.

13.2 Transcripts. Transcripts received may be retained by the department of public instruction.

13.3 Adding endorsements. After the issuance of an original certificate, added endorsements may be issued upon proper application and fee at any time provided the applicant has met current requirements. A certificate with expiration date unchanged from the original or renewed certificate but carrying all endorsements, both old and new, will be prepared and issued.

13.4 Adding approvals. After the issuance of an original certificate, added approval areas may be issued upon verification of eligibility at any time provided the applicant has met current requirements. A certificate with expiration date unchanged from the original or renewed certificate but carrying all approval areas, both old and new, will be prepared and issued.

13.5 Correcting certificates. If at the time of the original issuance or renewal of a certificate, a person does not receive an endorsement or approval area for which eligible, due to error, a corrected certificate will be prepared and issued showing the corrected endorsement or approval area at no cost.

13.6 Duplicate certificates. Duplicate certificates will be prepared only upon request.

13.7 Dating of certificates. Certificates are valid only from and after the date of issuance recorded thereon.

13.8 Recency of preparation. Any applicant who meets the preparation requirements for an original certificate but who had less than eight months teaching experience during the seven-year period immediately preceding the date of application for such certificate, shall have completed at least six additional semester hours of credit in a recognized institution within the said seven-year period. Such credit is to be in addition to meeting the specific requirements for the type of certificate desired.

Where recent credits are required, they shall be taken in professional education or in the applicant's area or field of specialization.

When an applicant qualifies for the certificate desired with the exception of having recent preparation as defined herein, a temporary certificate, valid for one year, will be issued.

13.9 Evidence of successful experience. Every experienced teacher applying for a certificate shall file evidence on forms provided showing that teaching experience was successful.

RECOGNIZED AND NONRECOGNIZED INSTITUTIONS

13.10 Recognized Iowa institutions. A recognized Iowa institution is one which has its programs of teacher education approved by the state board of public instruction according to standards established by said board.

13.11 Recognized nonIowa institutions. A recognized nonIowa institution is one which is accredited by the regional accrediting agency for the territory in which the institution is located and which meets one of the following criteria:

13.11(1) Accredited by the National Council for Accreditation for Teacher Education.

13.11(2) Approved/recognized by the appropriate state agency of the state in which the institution is located, on the basis of regular, periodic on-site visitations.

13.11(3) The originating state accepts completion of the program in satisfaction of its educational requirements for a certificate comparable to the one being applied for in Iowa.

13.11(4) On or after January 12, 1970, the appropriate agency of the state in which the institution is located has classified the program as being of sufficient caliber to make it acceptable for interstate reciprocity or recognition systems.

13.12 Validation of credit from nonrecognized institutions. Any institution not meeting the criteria listed in 13.11 is classified as a nonrecognized institution. Credit earned from a nonrecognized institution is not acceptable for certification purposes, except that an applicant submitting a degree from a nonrecognized institution may validate the degree and the teacher education program in the following manner.

A degree and a teacher education program from an institution not recognized may be accepted for certification provided the holder of the degree has satisfactorily completed not less than three courses in professional education in the applicant's area or field of specialization from a recognized institution.

Any applicant from a nonrecognized institution who has not completed the requirement as stipulated above for regular certification, may be issued a temporary certificate valid for a one-year term. If teaching performed under such temporary certificate is evaluated by the applicant's supervisor as

successful, said temporary may be renewed for one more year if requirements have not been met for regular certification. No more than two temporary certificates shall be issued.

13.13 Foreign institutions. An applicant for certification whose preparation was completed in a foreign college or university will be required to have an evaluation of all necessary papers made by a recognized institution. Upon receipt of the evaluation in the office of the teacher education and certification division, the applicant will be notified as to eligibility for certification or of deficiencies to be met.

TEACHING EXPERIENCE RECOGNIZED

13.14 Amount of experience. Applicants for certificates may present evidence of three years successful teaching experience in the type of work authorized by the endorsement to appear on the certificate sought in lieu of the credits in student teaching required for such endorsements, provided the condition outlined in 13.15 is met.

13.15 Condition to be met. The three years of experience to be substituted for student teaching shall have been gained in any state on a valid certificate other than an emergency certificate.

MISCELLANEOUS INFORMATION

13.16 Persons with a degree who have not completed a teacher education program. Persons holding baccalaureate degrees or higher from recognized institutions without having completed a program of professional education prior to the securing of such degrees, who desire to qualify for an original certificate, may secure certification by completing an approved teacher education program in an institution recognized for teacher education leading to a professional certificate.

13.17 Extension for military service. The expiration date of a regular certificate of a teacher who serves in the military is extended for that period of time for which said teacher is in military service (not to exceed four years) provided that said teacher applies to the department of public instruction for such extension within one year after release from active service, or on or before the date of expiration of the certificate, even though that date should be more than twelve months after the date of release from active service.

13.18 Human relations requirements for teacher education and certification. Preparation in human relations shall be included in programs leading to teacher certification. Human relations study shall include interpersonal and intergroup relations and shall contribute to the development of sensitivity to and understanding of the values, beliefs, life styles and attitudes of individuals and the diverse groups found in a pluralistic society.

13.18(1) Beginning on or after August 31, 1980, each applicant for an initial teacher's certificate shall have completed the human relations requirement.

13.18(2) On or after August 31, 1980, each applicant for the renewal of a teacher's certificate shall have completed an approved human relations requirement.

13.18(3) Certificated persons entering the state on or after August 31, 1980, will be granted a temporary certificate on condition that they fulfill the human relations requirement before renewal.

13.18(4) The human relations requirement shall be waived for certificated persons who can give evidence that they have completed a human relations program which meets state board of public instruction criteria (see 13.21).

13.19 Development of human relations components. Human relations components shall be developed by teacher preparation institutions. Inservice human relations components may also be developed by educational agencies other than teacher preparation institutions, as approved by the state board of public instruction.

13.20 Advisory committee. Education agencies developing human relations components shall give evidence that in the development of their programs they were assisted by an advisory committee. The advisory committee shall consist of equal representation of various minority and majority groups.

13.21 Standards for approved components. Human relations components will be approved by the state board of public instruction upon submission of evidence that they are designed to develop the ability of participants to:

13.21(1) Be aware of and understand the various values, life styles, history, and contributions of various identifiable subgroups in our society.

13.21(2) Recognize and deal with dehumanizing biases such as sexism, racism, prejudice, and discrimination, and become aware of the impact that such biases have on interpersonal relations.

13.21(3) Translate knowledge of human relations into attitudes, skills, and techniques which will result in favorable learning experiences for students.

13.21(4) Recognize the ways in which dehumanizing biases may be reflected in instructional materials.

13.21(5) Respect human diversity and the rights of each individual.

13.21(6) Relate effectively to other individuals and various subgroups other than one's own.

13.22 Evaluation. Educational agencies providing the human relations components shall indicate the means to be utilized for evaluation.

13.23 American history or government. Two semester hours of credit in American history or government are required for all certificates. Where an applicant qualifies for a certificate with the exception of this credit, said applicant shall be issued the initial, regular certificate; however, before renewal of said certificate, the individual must meet the credit requirement in American history or government.

Applicants who qualify for the permanent professional certificate shall be issued the professional certificate. Upon completion of the credit requirement in American history or government, within the term of the professional certificate, the applicant shall be issued the permanent professional certificate.

In lieu of two semester hours of college credit in American history or government, the applicant may present evidence certified by the registrar of an accredited institution showing that said applicant has passed a special written examination in one of these subjects.

CHAPTER 14
CLASSIFICATION OF CERTIFICATES

14.1 Classes listed. Certificates available to Iowa school personnel are grouped into five different classes. They are: permanent professional, professional, preprofessional, substitute, and temporary.

PERMANENT PROFESSIONAL CERTIFICATE

14.2 Validity. The permanent professional certificate is valid throughout the lifetime of the holder except when revoked or suspended for cause, and for service as indicated by the endorsement or endorsements appearing thereon.

14.3 Requirements. Requirements for the professional certificate must have been completed. In addition thereto, the applicant must be the holder of an approved master's degree or a professional degree beyond the baccalaureate degree and have had four years (32 months) of successful teaching experience.

PROFESSIONAL CERTIFICATE

14.4 Validity. The professional certificate is valid for a ten-year term and for service as indicated by the endorsement or endorsements appearing thereon. It shall be renewable according to conditions prescribed in chapter 17 of these rules.

14.5 Requirements. The requirements for a professional certificate are the completion of an approved teacher education program from a recognized institution and a baccalaureate degree.

PREPROFESSIONAL CERTIFICATE

14.6 Validity. The preprofessional certificate is valid for a six-year term, and for service as indicated by the endorsement or endorsements appearing thereon. It shall be renewable according to conditions prescribed in chapter 17 of these rules.

14.7 Requirements. This certificate is not available to new applicants except for certain teachers of specific career subjects

SUBSTITUTE CERTIFICATE

14.8 Validity. The substitute certificate shall be valid for a six-year term, and for the same services authorized by the Iowa or nonIowa certificate (exclusive of a temporary certificate) once held by the applicant. It shall be valid for those positions in which a regularly employed, certificated teacher actually began the school year. It shall be valid for not more than ninety days of teaching during any single school year. Endorsements on a substitute certificate shall be exactly the same as those to which the applicant would be entitled if a term certificate (equivalent of the type of certificate once

held) were issued to the applicant. It is renewable according to prescribed conditions outlined in chapter 17 of these rules.

14.9 Requirements. The requirements for a substitute certificate are that a person must once have held an Iowa or nonIowa certificate (exclusive of a temporary certificate) which, by meeting current renewal requirements in force in the state of issue, could again be issued for a term of years.

TEMPORARY CERTIFICATE

14.10 Validity. A temporary certificate is valid for a one-year term and for service as indicated by the endorsement or endorsements appearing thereon.

14.11 Requirements. Authorization to issue temporary certificates is based upon the following prescribed conditions:

14.11(1) Based on expired Iowa certificate, exclusive of a temporary certificate. The holder of an expired Iowa certificate (exclusive of a temporary certificate), who has had one year of successful teaching experience, shall be eligible to receive a temporary certificate upon application provided that no temporary certificate shall be available to any teacher during the first year immediately following the expiration date of said teacher's regular certificate. This certificate shall be endorsed for the type of service authorized by the expired certificate on which it is based. This certificate is nonrenewable.

14.11(2) Recency. An applicant who meets the requirements for a professional certificate but lacks the recent credit necessary for the issuance of the certificate may be issued a temporary certificate for one year. This certificate is nonrenewable.

14.11(3) Validation of credit from a nonrecognized institution. An applicant from a nonrecognized institution who has not completed requirements as stipulated in 13.12 for regular certification, may be issued a temporary certificate valid for a one-year term. If teaching performed under such temporary certification is evaluated by the applicant's supervisor as successful, said temporary may be renewed for one more year if requirements have not been met for regular certification. No more than two temporary certificates shall be issued.

14.11(4) Based on administrative decision. The state superintendent of public instruction is authorized to issue a temporary certificate to applicants whose services are needed to fill positions in specific emergency situation.

14.11(5) Degree not granted until next regular commencement. An applicant who meets the requirements for a professional certificate, with the exception of a degree but whose degree will not be granted until the next regular commencement, may be issued a temporary certificate for one year. This certificate is nonrenewable.

CHAPTER 15 ENDORSEMENTS

15.1 Definition and general requirement. An endorsement is an authorization to perform a specific type of service (teach, administer, supervise, school personnel) at a particular grade level(s).

To obtain an endorsement, an applicant must complete an approved program and receive the recommendation from the preparing institution. Exceptions to this are so noted in the listing of specific requirements for some of the endorsements.

PREKINDERGARTEN-KINDERGARTEN

15.2 Prekindergarten-kindergarten teacher. For authorization to serve as a teacher in prekindergarten and kindergarten, the applicant shall possess a bachelor's degree and have completed an approved program of study for the preparation of prekindergarten-kindergarten teachers, which program may be either included in, or in addition to, the work leading to said degree.

15.44 Preschool handicapped. For authorization to serve as a teacher of special education of preschool and kindergarten handicapped children, an applicant shall have completed an approved four-year education program with a major in either special education or early childhood education, including emphasis in education of handicapped children of preschool age; completion of methods/curriculum/materials course work in special education specifically designed for the preschool age handicapped child; a supervised student teaching or practicum with preschool handicapped children; and a bachelor's degree from a recognized institution. The preparation program may include an emphasis in one area of exceptionality which will allow awarding of one of the special education approval areas available.

ELEMENTARY (K-9)

15.3 Elementary teacher. For authorization to teach in kindergarten and grades one through nine, the applicant shall have completed an approved four-year elementary teacher education program, including supervised student teaching at the elementary level, and a bachelor's degree from a recognized institution.

15.4 Elementary principal. For authorization to serve as a principal, supervisor or teacher in kindergarten and grades one through nine, an applicant shall have met the requirements for the professional certificate endorsed for one of the several types of teaching service, and in addition thereto, have secured a master's degree in elementary school education with emphasis on administration, but including attention to problems of supervision and have had four years of successful teaching experience; provided further that said applicant shall have had elementary school administrative experiences, either with or without credit, under the supervision of the institution granting said applicant's master's degree, or in lieu thereof, equivalent experiences as judged by said institution.

15.5 Elementary supervisor. For authorization to serve as a supervisor or teacher in kindergarten and grades one through nine, an applicant shall have met the requirements for the professional certificate endorsed for elementary school teaching, and in addition thereto, have secured a master's degree in elementary school education from a recognized institution with emphasis on supervision, and have had four years of successful teaching experience, provided further that said applicant shall have had elementary school supervisory experiences, either with or without credit, under the supervision of the institution awarding said applicant's master's degree, or, in lieu thereof, equivalent experiences as judged by said institution.

15.6 Elementary guidance counselor. For endorsement to serve as an elementary school guidance counselor in kindergarten and grades one through nine, the applicant shall have met the requirements for a professional certificate and, in addition thereto, shall possess a master's degree in guidance and counseling from a recognized institution, based upon an approved program of study in which emphasis was placed upon guidance and counseling at the elementary school level, which program shall have included supervised guidance and counseling experience under the supervision of such institution, or actual experience recognized as the equivalent thereof by such institution. An applicant shall also present evidence of successful teaching experience.

15.41 Elementary special education. For authorization to teach special education in kindergarten and grades one through nine, an applicant shall have completed an approved four-year teacher education program with a major (i.e. at least 30 semester hours) in special education, a supervised student teaching experience in special education with children of elementary age; completion of elementary level methods, curriculum, materials course work in the area, and a bachelor's degree from a recognized institution. The preparation completed must include sufficient emphasis in one exceptional area to allow awarding of at least one of the special education approval areas.

SECONDARY (7-12)

15.7 Secondary teacher. For authorization to teach in grades seven through twelve, an applicant shall complete an approved four-year secondary teacher education program, including supervised student teaching at the secondary level, and a bachelor's degree from a recognized institution.

15.8 Secondary principal. For authorization to serve as a principal, supervisor or teacher in any secondary school through grade twelve, an applicant shall have met the requirements for the professional certificate endorsed for one of the several types of teaching service, and in addition thereto, have secured a master's degree in secondary school education from a recognized institution with emphasis on administration, but including attention to problems of supervision and have had four years of successful teaching experience, provided further that said applicant shall have had secondary school administrative school experiences, either with or without credit, under the supervision of the institution awarding said applicant's master's degree, or, in lieu thereof, equivalent experiences as judged by said institution.

15.9 Secondary guidance counselor. For endorsement to serve as a secondary school guidance counselor through grade twelve, an applicant shall

have met the requirements for a professional certificate and in addition thereto, shall possess a master's degree in guidance and counseling from a recognized institution, based upon an approved program of study in which emphasis was placed upon guidance and counseling at the secondary level, which program shall have included supervised guidance and counseling experience under the supervision of said institution, or actual experience recognized as the equivalent thereof by such institution. An applicant shall also present evidence of successful teaching experience.

SECONDARY (9-12)

15.10 Secondary preparatory/occupational. For authorization to teach in specific preparatory or occupational programs in grades nine through twelve, an applicant must have met the requirements as outlined in the state plan for the administration of career education.

ELEMENTARY - SECONDARY (K-12)

15.11 Teacher of art. For authorization to teach art in kindergarten and grades one through twelve, an applicant shall have completed an approved four-year teacher education program with a major in art, including a supervised student teaching experience at both the elementary and secondary school level, and methods at both levels, and a bachelor's degree from a recognized institution.

15.12 Teacher of industrial arts. For authorization to teach industrial arts in kindergarten and grades one through twelve, an applicant shall have completed an approved four-year teacher education program with a major in industrial arts, including a supervised student teaching experience at both the elementary and secondary school level, and methods at both levels, and a bachelor's degree from a recognized institution.

15.13 Teacher of music. For authorization to teach music in kindergarten and grades one through twelve, an applicant shall have completed an approved four-year teacher education program with a major in music, including a supervised student teaching experience at both the elementary and secondary school level, and methods at both levels, and a bachelor's degree from a recognized institution.

15.14 Teacher of physical education. For authorization to teach physical education in kindergarten and grades one through twelve, an applicant shall have completed an approved four-year teacher education program with a major in physical education, including a supervised student teaching experience at both the elementary and secondary school level, and methods at both levels, and a bachelor's degree from a recognized institution.

15.15 School librarian. For authorization to serve as a school librarian in kindergarten and grades one through twelve, an applicant shall complete an approved four-year teacher education program with a major in school library science, including a supervised student teaching experience at both the elementary and secondary school level and a bachelor's degree from a recognized institution.

15.16 Teacher of special education. For authorization to serve as a teacher of special education in kindergarten and grades one through twelve, an applicant shall have completed an approved four-year teacher education program with a major in special education, including an emphasis in one area of exceptionality and a supervised student teaching experience at both the elementary and secondary school level, and methods at both levels, and a bachelor's degree from a recognized institution.

15.17 Hearing clinician. For authorization to provide clinical hearing services in kindergarten and grades one through twelve, the applicant shall possess a master's degree based upon an approved program of graduate study in which major emphasis was placed upon audiology for school hearing clinicians.

15.18 Speech clinician. For authorization to provide clinical speech services in kindergarten and grades one through twelve, the applicant must possess a master's degree based upon completion of a program of graduate study in which major emphasis was placed upon speech pathology for school speech clinicians.

15.19 Reading clinician. For authorization to provide diagnostic and instructional services on an individual basis as reading clinician in kindergarten and grades one through twelve for children with severe reading disabilities, an applicant shall have met the requirements for a professional certificate endorsed for either elementary or secondary school teaching and shall present evidence of completion of an approved master's degree in clinical reading at a recognized institution. In addition, such applicant shall present evidence of at least two years of successful teaching experience.

15.20 Educational media specialist. For authorization to serve as an educational media specialist in kindergarten and grades one through twelve, the applicant shall have met the requirements for a professional certificate endorsed for elementary or secondary school teaching and shall possess a master's degree based upon an approved program in the specialized area of educational media.

15.21 School psychologist. For authorization to serve as a school psychologist at the prekindergarten and kindergarten levels and in grades one through twelve, an applicant shall have completed an approved program of graduate study in preparation for service as a school psychologist through one of the following options:

15.21(1) Completion of a master's degree with sufficient graduate semester hours beyond a baccalaureate degree to total 60; or,

15.21(2) Completion of a specialist's degree of at least 60 graduate semester hours with or without completion of a terminal master's degree program; or,

15.21(3) Completion of a 60 semester hour master's degree program. The program must include a practicum in a school setting designed to give the school psychologist an opportunity to develop an understanding of the role of psychology in the classroom through participation in classroom procedures in a supportive role. All training shall be from recognized institutions.

15.22 School nurse. For authorization to serve as a school nurse in kindergarten and grades one through twelve, an applicant shall complete an approved four-year teacher education program with a major emphasis in school nursing, including a supervised practicum at both the elementary and secondary school level, and a bachelor's degree from a recognized institution.

In November 1972, the state board of public instruction approved the issuance of the preprofessional certificate to individuals who are registered nurses in the state of Iowa and who have had three years of experience as a school nurse. The issuance of an original preprofessional certificate on this basis will be discontinued on August 31, 1977.

15.23 Curriculum area specialist. For authorization to serve as a curriculum area specialist in kindergarten and grades one through twelve, an applicant must have met the requirements for a professional certificate endorsed for one of the several types of teaching service and in addition thereto have secured a master's degree from a recognized institution. Such master's degree is to include an emphasis in elementary and secondary school supervision or curriculum, as well as specific graduate work in the academic area of interest; provided further that said applicant shall have had curriculum development experiences either with or without credit under the supervision of the institution awarding said applicant's master's degree, or, in lieu thereof, equivalent experiences as judged by said institution. In addition, an applicant shall present evidence of four years of successful teaching experience.

15.24 Guidance counselor. For authorization to serve as a guidance counselor in kindergarten and in grades one through twelve, the applicant must possess a current valid professional certificate endorsed for teaching at either the elementary or secondary school level and, in addition thereto, must possess a master's degree and have completed an approved graduate program of at least 45 semester hours for the preparation of guidance counselors, which program may include courses completed in fulfillment of the requirements for said master's degree and shall include supervised counseling experience at both elementary and secondary school level. In addition, the applicant shall present evidence of successful teaching experience.

15.25 Director of library services. For authorization to serve as a director of library services in kindergarten and in grades one through twelve, the applicant shall have met the requirements for a professional certificate endorsed for elementary or secondary school teaching or special service area and shall possess a master's degree or its equivalent in library science. The applicant must present evidence of successful completion of a course or course of study in the administration of school library services, which course or courses may be included in, or in addition to, the work leading to said degree.

15.26 Reading specialist. For authorization to serve as a reading specialist in kindergarten and in grades one through twelve, the applicant shall have met the requirements for a professional certificate endorsed for either elementary school teaching or secondary school teaching, secured a master's degree from a recognized institution, and have completed an approved graduate program in reading including preparation in the supervision of reading. In addition, such applicant shall present evidence of at least four

years of successful teaching experience; at least one of which shall have included the teaching of reading as a significant part of the responsibility.

15.27 Athletic coach. For authorization to coach in kindergarten and grades one through twelve, the applicant shall have met the requirements for a professional certificate endorsed for either elementary or secondary school teaching or special service area and shall have completed an approved program in coaching.

15.28 Superintendent. For authorization to serve as superintendent, principal, supervisor or teacher in any elementary or secondary school through grade twelve, an applicant shall have met the requirements for a professional certificate endorsed for one of the several types of teaching service, and, in addition thereto, have secured a master's degree in school administration from a recognized institution plus an approved 30 semester hours of approved graduate study completed after the date of the awarding of the master's degree, and have had four years of successful teaching experience; provided further that said applicant shall have had general school administrative experiences, either with or without credit, under the supervision of the institution in which the additional 30 semester hours were completed, or, in lieu thereof, equivalent experiences as judged by said institution.

15.29 Health. For authorization to teach health in kindergarten and grades one through twelve, an applicant shall complete an approved four-year teacher education program with a major in health education including supervised student teaching experiences at both the elementary and secondary school level, and methods at both levels, and a bachelor's degree from a recognized institution.

15.30 Director of guidance services. For authorization to serve as a director of guidance services in kindergarten and grades one through twelve, the applicant must meet the qualifications for a school guidance counselor and, in addition, shall have completed an additional approved graduate program of at least 30 semester hours in guidance and counseling in kindergarten and grades one through twelve and in the administration and supervision of guidance programs. The applicant shall also present evidence of successful practical experience in guidance and counseling at both the elementary and secondary level.

15.40 Supervisor of special education. For authorization to serve as a teacher or supervisor of special education in kindergarten and grades one through twelve, an applicant must have met the requirements for an endorsement as an elementary-secondary special education teacher and in addition thereto have secured a master's degree from a recognized institution and have completed an approved graduate program in special education including preparation in elementary and secondary school supervision or curriculum, and have had four years of successful teaching experience, provided further that said applicant shall have had supervisory experiences in special education either with or without credit under the supervision of the institution awarding said applicant's master's degree, or, in lieu thereof, equivalent experiences as judged by said institution.

15.45 Severely/profoundly handicapped. For authorization to teach severely/profoundly handicapped students (birth to twenty-one), an applicant shall have completed an approved emphasis in severely/profoundly handicapped of at least twelve semester hours including a supervised student teaching experience with severely/profoundly handicapped students. Requirements for approval to teach the mentally handicapped must also be completed. The applicant must also hold or qualify for a basic teacher's certificate with the appropriate instructional endorsement.

Middle School (4-9)

15.31 Middle school. For authorization to teach in grades four through nine, an applicant shall have completed an approved four-year middle school teacher education program, including supervised student teaching at the middle school level, and a bachelor's degree from a recognized institution.

Area Vocational School/Community College

15.37 Definitions. For the purposes of this section on area school personnel, the following concepts and definitions apply.

15.37(1) Work experience. A year of work experience in college teaching or its equivalent or a year in work experience in a special field or area may be substituted for three semester hours of professional preparation appropriate for community college teaching.

15.37(2) Half-time or more is defined to mean those faculty who are employed for a period covering consecutively three quarters or two semesters per school year and who have an assignment equivalent to fifty percent or more of what has been established as a maximum full-time load by area school laws and standards or by local policy in cases where laws and standards do not apply. This information has application to matters related to certification of staff.

15.37(3) Adjunct is less than half-time which is defined to mean those faculty who are employed less than a period covering consecutively three quarters or two semesters per school year and who have an assignment equivalent to less than 50 percent of what has been established as a maximum full-time load by area school laws and standards or by local policy in cases where laws and standards do not apply but without an expectation of continued employment.

15.37(4) Part-time is less than half-time which is defined to mean those faculty who are employed less than a period covering consecutively three quarters or two semesters per school year or who have an assignment equivalent to less than 50 percent of what has been established as a maximum full-time load by area school laws and standards or by local policy in cases where laws and standards do not apply and who have an expectation of continued employment.

15.32(1) Preparatory vocational technical program. To qualify for a professional certificate with authorization to teach in preparatory vocational or technical programs in an area vocational school or an area community college, an applicant shall:

Option I - have completed an approved bachelor's degree teacher education program in a recognized institution, with the necessary experience and specialization for teaching in one or more preparatory vocational or technical fields offered in the vocational technical division of an area school, or

Option II - qualify by:

- a. having a bachelor's degree,
- b. having completed basic certification requirements outlined in the Code of Iowa, 260.2 (age, physical competence, morally fit) and the Iowa Departmental Rules, 670--13.18 through 13.21 (human relations) and 670--13.23 (American history or government) and
- c. having five years of teaching experience, or the equivalent thereof, at the postsecondary level in the subject or program area of responsibility.

To qualify for a preprofessional vocational certificate with authorization to teach in preparatory vocational or technical programs in an area vocational school or an area community college, an applicant shall submit evidence of preparation and experience as follows:

Option I -

- a. meet basic certification requirements outlined in the Code of Iowa, 260.2 (age, physical competence, morally fit) and the Iowa Departmental Rules 670--13.18 through 13.21 (human relations) and 670--13.23 (American history or government) and
- b. meet requirements indicated in the Iowa State Plan for the Administration of Vocational Education Within Career Education which includes:
 1. a new teachers' workshop of approximately 30 clock hours and specified competencies.
 2. competency development in four basic study areas: methods and techniques of teaching; course and curriculum development; measurement and evaluation of programs and students; and history and philosophy of vocational or career education, and
 3. a specified amount of occupational experience, or,

Option II - Qualify by having met the basic certification requirements outlined in Option I, "a" above and five years of teaching experience, or the equivalent thereof, at the postsecondary level in the subject or area of responsibility.

15.32(2) Arts and Science (transfer division). To qualify for a professional certificate with authorization to teach in an arts and science field in an area community college, an applicant shall:

Option I - have completed an approved master's degree program of preparation at a recognized institution. The program must include a minimum of six semester hours of professional studies appropriate for community college teaching, or

Option II - submit evidence of preparation and experience as follows:

- a. meet basic certification requirements outlined in the Code of Iowa, 260.2 (age, physical competence, morally fit) and the Iowa Department Rules, 670--13.18 through 13.21 (human relations) and 670--13.23 (American history or government) and
- b. have a master's degree in a field of instruction from a regionally accredited graduate school, or in special fields or areas including, but not limited to, accounting, business, developmental and remedial skills, engineering, law, law enforcement and medicine, may be certified on the basis of two or more years of successful experience in the fields or areas they will instruct and the possession of the academic preparation ordinarily required for such special fields or areas, and
- c. a new teachers' workshop of approximately 30 clock hours in specified competencies and
- d. competency attainment in the four basic study areas of: methods and techniques of teaching; course and curriculum development; measurement and evaluation of programs and students; and history and philosophy of the development of the community college, or

Option III - Qualify by having a master's degree, completion of the basic certification requirements indicated in Option II, "a" above, and five years of teaching experience or the equivalent, thereof, at a postsecondary level in the subject or area of responsibility.

15.32(3) High School Completion. Instructors of high school completion must hold certification to teach in a secondary school.

15.33 Support Staff/Service Personnel.

15.33(1) Librarian/learning resource specialist. For authorization to serve as a librarian/learning resource specialist, an applicant shall hold a master's degree in library science from an accredited graduate school. The preparation shall include six semester hours of professional preparation appropriate for community college service, or adequate experience in college service or its equivalent as evaluated by a review committee appointed by the state superintendent of public instruction shall be accepted in lieu of part or all of the required credits in professional education.

15.33(2) Media specialist. For authorization to serve as a media specialist, an applicant shall hold a master's degree in media specialization from an accredited graduate school. The preparation shall include six semester hours of professional preparation appropriate for community college service, or adequate experience in college service or its equivalent as evaluated by a review committee appointed by the state superintendent of public instruction shall be accepted in lieu of part or all of the required credits in professional education.

15.33(3) Counselor. For authorization to serve as a counselor, an applicant shall hold a master's degree in counseling or in college student personnel work with an emphasis in counseling from an accredited graduate school. Preparation shall include six semester hours of professional preparation appropriate for community college service, or adequate experience in college teaching or its equivalent as evaluated by a review committee appointed by the state superintendent of public instruction shall be accepted in lieu of part or all of the required credits in professional education. Recognition shall be given to the value of employment experience outside of education in appointing counselors to work with students.

15.33(4) Curriculum specialist. For authorization to serve as a curriculum specialist in an area school/college, an applicant must have met the requirements for a certificate endorsed for one of the several types of teaching service at the postsecondary level and, in addition thereto, have secured a master's degree from a recognized institution. Such master's degree is to include an emphasis in postsecondary level supervision or curriculum, as well as specific graduate work in the academic area of interest, provided further that said applicant shall have had curriculum development experiences either with or without credit; or, in lieu thereof, equivalent experiences. In addition, an applicant shall present evidence of three years of successful education/occupational experience.

15.33(5) Staff development officer. For authorization to serve as a staff development officer, an applicant shall have completed a master's degree from a recognized institution. The preparation shall be appropriate for staff development responsibilities. Preparation shall include six semester hours of professional preparation appropriate for community college service, or adequate experience in college teaching or its equivalent as evaluated by a review committee appointed by the state superintendent of public instruction shall be accepted in lieu of part or all of the required credits in professional education.

15.33(6) Coach. For authorization to serve as a coach in an area vocational school or an area community college, an applicant must have met the requirements for a certificate endorsed for one of the several types of teaching service at the postsecondary level and shall have completed an approved program in coaching or have completed the minimum courses required by the state board of public instruction or be approved to teach physical education.

15.34 Instructional Administration

15.34(1) For authorization to serve as an administrator of an instructional division or in an area of instructional responsibility, an applicant shall submit evidence of preparation and experience as follows:

1. Meet the basic certification requirements.
2. Completion of a master's degree granted by an institution recognized by the state board of public instruction, with specialization in one of the following: (a) administration, (b) subject matter field taught in the area institution, (c) vocational-technical education, (d) adult education, or (e) student services.
3. Four years of successful educational work experience of which a minimum of two years must have been at the postsecondary level. Experience must include a minimum of two years of teaching or experience appropriate to the area to be administered.

15.34(2) For authorization to serve as an administrator of an instructional unit, department, or section, the applicant shall submit evidence of preparation and experience as follows:

1. Hold a certificate with the appropriate endorsement and approval for the field or area.
2. Completion of a bachelor's degree from an institution recognized by the state board of public instruction or complete said degree during the term of the certificate held.
3. Four years of successful educational work experience of which a minimum of two years must have been at the postsecondary level. Experience must include a minimum of two years of teaching or experience appropriate to the area to be administered.

15.35 For authorization to serve as a learning center administrator, an adjunct or part-time instructor in preparatory vocational-technical program, arts and science (college parallel program) or high school completion program or support staff/services part-time (staff development officer, librarian/learning resource specialist, media specialist, counselor, curriculum specialist), the individual must meet the following state approved standards.

Persons serving in these functions shall not be required to hold a teacher's certificate; however, they shall meet the standards and qualifications set forth for each assignment. The local area college board shall have the responsibility to determine compliance with the standards and to record and have available locally such compliance and to report on forms provided by the department of public instruction any necessary information.

15.35(1) Learning center administrator. The applicant must meet requirements to serve as one of the following:

1. Division or area instructional administrator, or
2. Librarian, learning resource specialist or media specialist, or
3. Have a master's degree in an area that is related to one of the functions of the learning center.

15.35(2) Adjunct and part-time instructional faculty:

1. Preparatory vocational/adjunct - specific amount of occupational experience as provided for in the Iowa State Plan for the Administration of Vocational Education Within Career Education.
2. Preparatory vocational/part-time - complete a locally or consortia designed staff development workshop to meet specific competencies, and have the specific amount of occupational experience as provided for in the Iowa State Plan for the Administration of Vocational Education Within Career Education.
3. Arts and science (college parallel).
 - a. A master's degree in a field of instruction from a regionally accredited graduate school, or, in special fields or areas including but not limited to accounting, business, developmental and remedial skills, engineering, law, law enforcement, and medicine, may be certified on the basis of two or more years of successful experience in the field or area they will instruct and the possession of the academic preparation ordinarily required for such special fields or areas, and
 - b. Complete a locally or consortia designed staff development workshop to meet specific competencies.
4. High school completion - hold a valid certificate endorsed for service at the secondary level.

15.35(3) Staff development officer - a master's degree with background and experience appropriate to staff development activities.

15.35(4) Librarian/learning resource specialist - a master's degree in library science from an accredited graduate school. The preparation shall include six semester hours of professional preparation appropriate for community college service, or adequate experience in college service or its equivalent as evaluated by a review committee appointed by the state superintendent of public instruction shall be accepted in lieu of part or all of the required credits in professional education.

15.35(5) Media specialist - a master's degree in a media specialization from an accredited graduate school. The preparation shall include six semester hours of professional preparation appropriate for community college service, or adequate experience in college service or its equivalent as evaluated by a review committee appointed by the state superintendent of public instruction shall be accepted in lieu of part or all of the required credits in professional education.

15.35(6) Counselor - a master's degree in counseling or in college student personnel work with an emphasis in counseling from an accredited graduate school. Preparation shall include six semester hours of professional preparation appropriate for community college service, or adequate experience in college teaching or its equivalent as evaluated by a review committee appointed by the state superintendent of public instruction shall be accepted in lieu of part or all of the required credits in professional education. Recognition shall be given to the value of employment experience outside of education in appointing counselors to work with students.

15.35(7) Curriculum specialist - a master's degree from a recognized institution in a content area with course work in postsecondary level supervision and curriculum.

15.35(8) These state approved standards are to be kept under continuous review by a state-wide representative group of area college and department of public instruction persons. Any modifications and changes shall be approved by the state board of public instruction.

15.36 Persons employed in the following functions/responsibilities shall not be required to hold an Iowa teacher's certificate. Each area school board shall develop and adopt local standards for the employment and assignments of such persons. The standards shall be available locally for review and shall be made available to the Department of Public Instruction upon request.

Following are the areas covered by this section:

- Noninstructional administrators: assistant superintendent, associate superintendent, administrative assistant.
- Adult or special needs coordinators.
- Occasional - specialized - substitute: adult basic education, general educational development preparation, continuing and general, supplemental vocational, coach (persons who are not full-time faculty members), preparatory vocational, college parallel.
- Support staff:

Assistant/associate librarian, learning resource specialist and media specialist/technician.

Business area: manager, purchasing agent, accountant, personnel manager.

Ancillary services: area agency on aging, Comprehensive Employment Training Act youth employment, sheltered workshop, aides, interns, institutional data processing.

Student services: registrar, placement officer, financial aid officer, admissions officer, activities coordinator, relations/outreach worker, media technician.

Specialized

15.38 Teacher associate. Issued for the performance of supervisory or monitorial services for the purpose of relieving certificated teachers for other duties.

This certificate is available to persons employed in the schools for the performance of various nonteaching duties involving the supervision of pupils and for the purposes of rendering such assistance to teachers as will enable them to perform more effectively their teaching duties.

The applicant shall show moral and physical fitness for the position and freedom from communicable diseases.

Application for such a certificate shall be accompanied by a statement, from the local superintendent or administrative officer of the employing district or school, which contains a description of the work for which the applicant is proposed to be employed and states that said superintendent or officer has examined the qualifications of the said applicant and finds him/her physically, mentally, and morally fit for the performance of such duties.

Area Education Agency

15.39 Area education agency administrator. To qualify for authorization to serve as administrator of an area education agency, an applicant shall submit evidence of preparation and experience as required by the amendment to section 260.9(1), Code of Iowa, relating to area education agency administrator.

An applicant who has met either of the requirements in two of the four following paragraphs shall qualify for the endorsement:

15.39(1) Five years experience in higher education administration at a two- or four-year college or university which is accredited by the North Central Association of Colleges and Secondary Schools accrediting agency or which has been certified by the North Central Association of Colleges and Secondary Schools accrediting agency as a candidate for accreditation by such agency or as a school giving satisfactory assurance that it has the potential for accreditation and is making progress which, if continued, will result in its achieving accreditation by such agency within a reasonable time; or an earned doctorate in higher education administration.

15.39(2) Five years experience in special education administration; or an earned doctorate in special education or any subspecialty thereof.

15.39(3) Five years experience in primary or secondary school education; or an earned doctorate in educational administration for the primary or secondary level; and five years teaching experience at any educational level.

15.39(4) Five years experience in business or other nonacademic career pursuit; or an earned doctorate in public administration or business administration.

No person shall be issued a temporary or emergency certificate for more than one year; and no education agency shall employ uncertificated administrators, or employ temporary or emergency certificated administrators for more than two consecutive years.

The provisions of this subrule relating to the certification of an area education agency administrator shall not apply to persons holding a superintendent's certificate prior to July 1, 1975.

CHAPTER 16
APPROVALS

General Information

16.1 Two sets of standards. Two sets of standards which teachers must meet are in force at all times. The first set of standards gives the requirements for teachers' certificates and the services authorized by the endorsements appearing on them. This standard appears in Chapter 15.

The second set of standards governs the specific subject(s) and services to which teachers may be assigned. This standard is referred to as the approval standard and the requirements are stated in this chapter. These standards also apply to administrators and supervisors.

16.2 Determination of original approval areas. Iowa institutions: Each Iowa teacher-preparing institution approved by the state board of public instruction shall outline the courses or levels of adequacy which its students must obtain in order to be recommended for approval to teach in the various subject matter areas. The teacher prepared at said institution shall be approved only when said courses or levels of adequacy shall have been completed or attained as attested to by said institution even though said courses or levels of adequacy exceed the minimum approval standards outlined herein.

NonIowa institutions: When a teacher's record of credits from a college outside of Iowa is filed for evaluation to determine said teacher's area(s) of approval, said record shall be interpreted for each teaching area in a manner consistent with standards typical of those filed by Iowa colleges and minimally meet the requirements as stated in this chapter.

16.3 Adding approval areas after original issuance. Any teacher desiring to add an approval area(s) after the issuance of an original certificate may do so by meeting one of two options available.

Option 1. Identify with one of the Iowa teacher-preparing institutions and meet said institution's current requirements for the approval desired and receive said institution's recommendation.

Option 2. File all records of credit with the teacher education and certification division requesting an evaluation. If the individual meets current requirements in force, additional approval areas will be granted.

16.4 Approval for elementary teachers. Any applicant completing an approved four-year elementary teacher education program, including supervised student teaching at the elementary level and a bachelor's degree from a recognized institution, will be approved to teach any and all subjects in a self-contained classroom in kindergarten and grades one through eight. The applicant will also have approval to teach all subjects outside of the self-contained classroom in kindergarten and grades one through eight with the exception of art, music, industrial arts, physical education and special education. In order to teach art, music, industrial arts, physical education and special education, outside of the self-contained classroom in kindergarten and grades one through eight, and any subject in grade nine, the applicant must have the specific approval area listed on the certificate.

In order to teach reading outside of the self-contained classroom in kindergarten and grades one through eight for 50 percent or more of the school day, the applicant shall have completed 20 semester hours in the area of reading; however, persons certificated on or before September 1, 1986 shall be exempt from presenting eight semester hours in reading-related courses, but shall present 12 semester hours specifically in reading courses.* Persons in this circumstance shall have until September 1, 1990 to complete 12 semester hours in reading courses.

Persons certificated after September 1, 1986 shall have to complete the 20 semester hours in the area of reading.

This approval must be listed on the certificate.

*The Attorney General has issued an opinion on this rule; the state board has taken no action regarding the opinion. The essence of the ruling is as follows: ". . . an elementary teacher who held a valid certificate on or before April 6, 1983 is eligible for assignment to teach reading outside the self-contained classroom for 50 percent or more of the school day . . ."

16.5 Approval for secondary teachers. Any applicant completing an approved four-year secondary teacher education program, including supervised student teaching at the secondary level, and a bachelor's degree from a recognized institution, will be approved to teach in grades nine through twelve only those areas for which approval is listed on the certificate. However, an applicant may teach any subject in grades seven and eight except art, music, industrial arts, physical education and special education without specific approval listed on the certificate. In order to teach art, music, industrial arts, physical education and special education in grades seven and eight specific approval must be listed on the certificate.

In order to teach reading in grades seven and eight for 50 percent or more of the school day, the applicant shall have completed 20 semester hours in the area of reading; however, persons certificated on or before September 1, 1986 shall be exempt from presenting eight semester hours in reading-related courses, but shall present 12 semester hours specifically in reading courses. Persons in this circumstance shall have until September 1, 1990 to complete the 12 semester hours in reading courses.

Persons certificated after September 1, 1986 shall have to complete the 20 semester hours in the area of reading.

This approval must be listed on the certificate.

Specific Requirements

16.6 Requirements for all teachers. In order to receive approval to teach, an applicant must hold a valid certificate, must have met the requirements for the proper endorsement and have completed at least one major area of concentration of at least 30 semester hours in a teaching area which is recognized by the state board of public instruction provided that elementary education shall be regarded as an acceptable area of concentration.

The recognized teaching areas are listed below with the minimum requirements for additional approval in these areas.

16.7 Agriculture. General agriculture requires the completion of 20 semester hours in the area of agriculture. For vocational agriculture, the completion of a program meeting requirements as listed in the state plan for career education.

16.8 Art. Completion of 20 semester hours in the area of art.

16.9 Business.

16.9(1) Accounting--Completion of 20 semester hours in accounting or, completion of 24 semester hours in the broad area of business, to include six semester hours in accounting.

16.9(2) Business law--Completion of 24 semester hours in the broad area of business, to include six semester hours in business law.

16.9(3) Basic business--Completion of a distribution of 24 semester hours in the broad area of business.

16.9(4) Data processing--Completion of 24 semester hours in the broad area of business, to include a course in data processing.

16.9(5) Office skills--Completion of 24 semester hours in the broad area of business, to include a distribution of shorthand, typewriting and office machines.

16.9(6) Shorthand--Completion of 24 semester hours in the broad area of business to include the advanced course in shorthand.

16.9(7) Typewriting--Completion of 24 semester hours in the broad area of business to include the advanced course in typewriting.

16.10 Distributive education. Vocational--Completion of a program meeting requirements as outlined in the state plan for career education.

16.11 Driver education. Completion of 15 semester hours in the area of driver and safety education, which is to include at least a two-semester hour course in behind-the-wheel driving.

16.12 English. Completion of 20 semester hours in the area of English. These hours are to have included a distribution in the areas of American literature, English literature, composition, and grammar.

16.13 Home economics. General--Completion of 20 semester hours in the area of homemaking.

16.13(1) Vocational: Consumer and homemaking--Completion of a program meeting the requirements as outlined in the state plan for vocational education within career education.

16.13(2) Vocational: Home economics occupations--Completion of a program meeting the requirements as outlined in the state plan for vocational education within career education.

16.14 Industrial arts. Completion of 20 semester hours in the area of industrial arts.

16.15 Journalism. Completion of twelve semester hours in journalism.

16.16 Languages. (French, German, Latin, Spanish, Russian) Completion of 20 semester hours in each language to be taught.

16.17 Mathematics. Completion of 20 semester hours in the area of mathematics including calculus, algebra, geometry, and computer programming related to mathematics.

16.18 Music. Completion of 20 semester hours in the area of music.

16.19 Office education. Completion of requirements as outlined in the state plan for career education.

16.20 Physical education. Completion of 20 semester hours in the area of physical education.

16.21 Psychology. Completion of 20 semester hours in the area of psychology.

16.22 Reading. Completion of 20 semester hours in the area of reading. Also, refer to 16.4 and 16.5 for special reading requirements.

16.23 Sciences.

16.23(1) All Sciences. Completion of a 48 semester hour composite major in science, which is to include twelve semester hours each in physics, chemistry, biology, and earth science, or, completion of a major in one of the sciences and nine semester hours each in three other sciences.

16.23(2) Biology. Completion of 20 semester hours in the area of biology, or, completion of 24 semester hours in the broad area of science to include twelve semester hours in biology.

16.23(3) Chemistry. Completion of 20 semester hours in the area of chemistry, or, completion of 24 semester hours in the broad area of science to include twelve semester hours in chemistry.

16.23(4) Earth science. Completion of 20 semester hours in earth science, or, completion of 24 semester hours in the broad area of science, to include twelve semester hours in earth science.

16.23(5) General science. Completion of 24 semester hours in the broad area of science, to include course work in both the biological and physical sciences.

16.23(6) Physical science. Completion of 20 semester hours in physical science, or, completion of 24 semester hours in the broad area of science, to include course work in physics and chemistry, and nine hours from other physical sciences.

16.23(7) Physics. Completion of 20 semester hours in physics, or, completion of 24 semester hours in the broad area of science, to include twelve semester hours in physics.

16.23(8) Physiology. Completion of 20 semester hours in physiology, or, completion of 24 semester hours in the broad area of science or physical education to include six hours in physiology.

16.24 Social studies.

16.24(1) All social studies. Completion of a composite major in social studies which is to include twelve semester hours each in history, sociology, government, economics and at least one course in geography, or, completion of a major in one of the social sciences and nine semester hours in each of three other social sciences to include at least one course in geography.

16.24(2) American government. Completion of 20 semester hours in American government, or, completion of 24 semester hours in the broad area of social science to include twelve semester hours in American government.

16.24(3) Economics. Completion of 20 semester hours in economics, or, completion of 24 semester hours in the broad area of social science to include twelve semester hours in economics, or completion of 24 semester hours in the broad area of business to include twelve semester hours in economics.

16.24(4) Geography. Completion of 20 semester hours in geography, or, completion of 24 semester hours in the broad area of social science to include twelve semester hours in geography.

16.24(5) American history. Completion of 20 semester hours in American history, or, completion of 24 semester hours in the broad area of social science to include twelve semester hours in American history.

16.24(6) World history. Completion of 20 semester hours in world history, or, completion of 24 semester hours in the broad area of social science to include twelve semester hours in world history.

16.24(7) History (American-world). Completion of 24 semester hours in social studies to include 18 hours in history with an equal distribution in American and world history.

16.24(8) Sociology. Completion of 20 semester hours in sociology, or, completion of 24 semester hours in the broad area of social science to include twelve semester hours in sociology.

16.25 Special education. (Communication handicapped, behavioral disorders, hearing handicapped, mentally handicapped, physically handicapped, visually handicapped). Completion of 20 semester hours in each of the areas to be taught.

Learning disabilities requires the completion of an approved graduate preparation sequence in learning disabilities and two years successful teaching experience.

16.26 Speech. Completion of 20 semester hours in speech.

16.27 Teacher-librarian. Completion of 20 semester hours in the area of library science.

16.28 Health. Completion of 20 semester hours in the area of health education.

16.29 Multi-disability resource room teacher. For approval as a multi-disability resource room teacher, the applicant shall hold a valid Iowa teacher's certificate endorsed at the appropriate level of service and hold two special education regular approval areas, one of which shall have been completed at the graduate level through completion of at least 20 graduate semester hours in special education.

16.30 Work experience instructor. For approval as a work experience instructor, the applicant shall hold a valid Iowa teacher's certificate with either a secondary endorsement or the vertical special education endorsement, one regular approval in special education instructional area and two years successful teaching experience in a special education work experience or comparable program.

16.31 Area school approval.

16.31(1) Career education program. For approval in a specific subject matter field or area each instructor in a career education program shall meet the experience and education requirements as outlined in the state plan for vocational education.

16.31(2) College parallel program. For approval in a specific subject matter field or area each instructor shall hold a master's degree in a field of instruction from a regionally accredited graduate school.

Approval in a second area of instruction shall be granted to applicants who present 12 semester hours of graduate level preparation in said field from a regionally accredited graduate school.

CHAPTER 17
CONVERSION AND RENEWAL

General Information

17.1 Renewal application forms. Application forms for renewal of certificates may be secured from the Division of Teacher Education and Certification, Registrars of Iowa colleges and universities, local superintendents, and area education agency administrators.

17.2 Fees. The fee for the renewal of any certificate is \$15. Fees for renewal should accompany the renewal application form, and if the fee is paid by check or money order, it should be made payable to the Superintendent of Public Instruction.

17.3 Time for application. The application and fee for the renewal of a certificate may be filed as early as twelve months prior to expiration date.

17.4 Where credits must be taken. Credits earned for the renewal of certificates must be completed in an institution recognized by the state board of public instruction or through an approved inservice education program; however, only one-half of the credits required for renewal may be earned through such programs. Teachers renewing a term certificate based on less than a degree must earn the credits at a recognized four-year institution.

17.5 Recency of credits. If a certificate is renewed at date of expiration, the credits presented for renewal of the certificate are acceptable, if earned during the term of the certificate. If a certificate is not renewed at date of expiration, the credits presented for its renewal must have been completed within the five-year period immediately preceding the date of application for the renewal.

17.6 Record of experience. All applicants renewing a certificate and who have had teaching experience during the term of that certificate, must verify teaching experience on the appropriate form provided by the department of public instruction.

17.7 Suspension of term renewal requirements. Term renewal requirements are suspended for people 60 years of age or older who hold a preprofessional certificate or higher, and have had five years (40 months) of successful teaching experience during the term of the certificate being offered for renewal, provided application for renewal is made on or before expiration date.

17.8 Requirements subject to change. Renewal requirements are subject to change. The holder of a certificate is responsible for keeping informed regarding changes in requirements. While all such changes are widely publicized by the department of public instruction, it is not possible to inform each certificate holder directly whenever such changes are adopted.

Conversion and Renewal of Life Certificates

17.9 Explanation. Any person holding a five-year certificate in force as of December 31, 1953, could renew that certificate for life by meeting the renewal requirements in force at that time.

17.10 Life certificates in force. All life certificates issued prior to June 30, 1958, remain in force only as long as the holder permits no five-year period to pass in which he has not been employed in school work for at least eight months in administration, supervision, or teaching (160 days of teaching is considered the equivalent of eight months).

17.11 Conversion of life certificate. A lapsed life certificate is not renewed as another life certificate, but as an equivalent term certificate.

17.12 Renewal requirements for life certificate. A life certificate which has lapsed may be renewed upon proper application which shows the earning of at least eight semester hours of credit from a recognized institution within the five-year period immediately preceding the date of application for renewal.

Conversion and Term Renewal Requirements

17.13 Term certificates based on a degree.

17.13(1) Conversion policy. All term certificates based on a degree which were issued previous to July 1, 1954, by meeting current renewal requirements, will be converted to a professional certificate.

17.13(2) General requirements. Every person renewing a professional certificate or previously issued term certificate based on a degree should complete the required college credits in courses related to the increase in competence to do the type of service covered by the certificate being offered for renewal.

17.13(3) Specific requirements. If an individual has at least eight months of successful experience in teaching during the term of the certificate as judged by analysis of evidence filed concerning such experience, at least six semester hours of college credit are needed for renewal. If an individual has not had eight months of teaching experience during the term of the certificate, eight semester hours of college credit are needed for renewal. The required credits must be earned at a recognized four-year institution or through an approved inservice program.

17.14 Term certificates based on less than a degree.

17.14(1) Conversion policy. All term certificates based on less than a degree which were issued prior to July 1, 1954, by meeting current renewal requirements, will be converted to a preprofessional certificate.

17.14(2) General requirements. Every person renewing a certificate based on less than a college degree must present a statement signed by a registrar of the single, recognized institution where the credits for renewal are on record showing the following facts:

- a. All credit from other colleges has been received and evaluated in terms of the requirements for the completion of the program leading to a professional certificate.

- b. The credits being offered in support of the application for renewal count toward the completion of the requirements for the professional certificate.

17.14(3) Specific requirements. If an individual has completed at least eight months of successful experience in teaching during the term of the certificate as judged by analysis of evidence filed concerning such experience, at least six semester hours of credit are needed for renewal. If an individual has not had eight months of experience during the term of the certificate, eight semester hours of credit are needed for renewal.

Substitute Certificate Renewal

17.15 Substitute certificate renewal. Substitute certificates may be renewed upon proper completion of the application form provided by the department of public instruction. No renewal credits are needed.

Temporary Certificate Renewal

17.16 Temporary certificate renewal. Except as stipulated by the conditions for its issuance, the temporary certificate is not renewable.

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