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Certification and Approval of School Personnel  
Iowa Department of Public Instruction

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State of Iowa  
July, 1957

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DEPARTMENT OF PUBLIC INSTRUCTION

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# Certification and Approval of School Personnel

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**BULLETIN NO. 32**

**Regulations Governing the Issuance and Renewal of Teachers'  
Certificates, and Approval of Certificate Holders to  
Teach or Serve in Various Subject-Matter  
Fields or Service Areas**

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Authorized by  
**THE STATE BOARD OF PUBLIC INSTRUCTION**

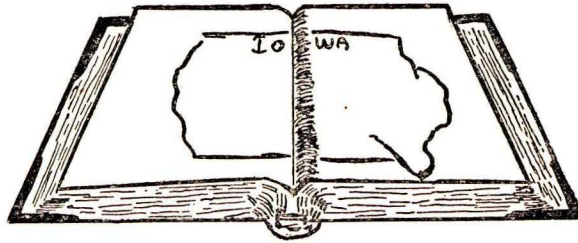
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## FOREWORD

The Fifty-fifth General Assembly abolished the Board of Educational Examiners and transferred its powers and duties to the State Board of Public Instruction. The sections of the Code which were in conflict with the new law were amended or repealed to effect the general purposes of this law.

Part One of this bulletin presents a new plan for the certification of teachers. Section 257.10, sub-section 11, of the new law (Code 1954) authorizes the State Board of Public Instruction to set up such a new plan. This section says that the State Board shall:

"Constitute the board for the certification of administrative, supervisory and instructional personnel for the public school systems of the state; prescribe types and classes of certificates to be issued, the subjects and fields and positions which such certificates shall cover and determine the requirements for certificates; establish standards for the acceptance of degrees, credits, courses, and other evidences of training and preparation from institutions of higher learning, junior colleges, normal schools, or other training institutions, both public and private, within or without the state, for the certification of their students. The state board shall have and exercise all the powers and perform all the duties imposed upon the board of educational examiners under the provisions of chapter two hundred sixty."

The plan outlined in this bulletin provides for the continuance of the new and modernized framework and nomenclature for certificates, first announced by the State Board in June, 1954. It eliminates many types of certificates formerly issued by converting them into equivalent new classes of certificates as described herein. The State Board has terminated its approval of each two-year college program for the preparation of elementary-school teachers, effective August 31, 1958, and also its approval of each two-year portion of a four-year college program for the preparation of elementary-school teachers, effective August 31, 1960. Thus, except for temporary certificates issued as defined herein, four years of approved college preparation will be required of each new teacher completing a college program after August 31, 1960. Increased standards for endorsements on certificates requiring preparation beyond the bachelor's degree are also outlined.

Part Two of the bulletin outlines the requirements which will guide school boards and superintendents in approved schools in assigning teachers to subject-matter fields and service areas.

Section 257.18, sub-section 13, Code 1954, gives the legal basis for the approval standards outlined in Part Two of this bulletin. This section authorizes the Superintendent of Public Instruction to:

"Formulate standards, regulations, and rules, subject to the approval of the state board, for the approval of all schools and public junior colleges under his supervision; subject to the approval of the board remove for cause, after due investigation and notice, any such school failing to comply with such approval standards, rules and regulations from the approved list; which removal shall, during the period of noncompliance, make such school ineligible for participation in the state distributive funds, and the collection of tuition from non-residents from other districts which do not maintain approved high schools."

July, 1957

J. C. WRIGHT  
State Superintendent of Public Instruction

**TABLE OF CONTENTS**  
**PART ONE**  
**REQUIREMENTS FOR CERTIFICATES**

		Page
CHAPTER I.	GENERAL INFORMATION AND REQUIREMENTS .....	6
	A. How to File an Application for an Original Certificate .....	6
	B. Requirements Applying to Every Applicant .....	7
	C. Definition of Recognized Institution .....	8
	D. How to Secure Endorsement of Professional Certificate for Both Elementary- and Secondary-School Teaching .....	8
	E. Positions for Which Certificates Are Required .....	8
	F. Standards for Residence, Correspondence and Extension Study.....	9
	G. Standards for Holders of Baccalaureate Degrees Desiring to Complete Work in Pro- fessional Education Required for Certificates .....	9
	H. Conversion or Exchange of Expired Old-Type Iowa State Certificates .....	9
	I. Acceptance of Teaching Experience in Lieu of Student Teaching .....	10
	J. Miscellaneous Information .....	10
CHAPTER II.	CLASSIFICATION OF CERTIFICATES .....	11
	A. Permanent Professional Certificate .....	11
	B. Professional Certificate .....	11
	C. Pre-Professional Certificate .....	13
	D. Substitute Certificate .....	13
	E. Temporary Certificate .....	13
	F. Professional Commitment Certificate .....	13
CHAPTER III.	APPROVAL OF INSTITUTIONS AND TEACHER EDUCATION PROGRAMS .....	15
	Section One: Procedure for Applying Institutional Standards .....	15
	A. Approval by State Board of Public Instruction .....	15
	B. Reports and Periodic Evaluations .....	16
	Section 2: Standards for Teacher Education Institutions .....	16
	A. National Council for Accreditation of Teacher Education .....	16
	B. Evidence Required of Iowa Colleges Seeking Approval of Programs of Teacher Education .....	16
	Section Three: Standards for Programs of Teacher Education .....	16
	A. Planning and Announcing Programs .....	16
	B. Completion of Approved Programs as Bases on Which Students Are Recommended for Certification .....	17
	C. Acceptance of Demonstrated Competence in Lieu of College Credits .....	17
	D. Program Standards for Certificates Based on Requirements Specifying Bachelor's Degrees .....	17
	E. Programs Requiring Bachelor's Degree and Leading to the Professional Certificate ....	17
	F. Program Standards for Holders of Certificates Endorsed Only for Elementary-Sec- ondary Teaching in a Special Subject or Special Service Area Who Desire to Qualify Either for General Elementary- or Secondary-School Teaching .....	19
	G. Program Standards for Certificates Requiring Preparation Beyond Bachelor's Degree	19
CHAPTER IV.	CONVERSION OF EXISTING CERTIFICATES TO EQUIVALENT NEW CLASSES OF CERTIFICATES .....	20
CHAPTER V.	REQUIREMENTS FOR RENEWAL OF TEACHERS' CERTIFICATES .....	21
	A. Miscellaneous Requirements .....	21
	B. Term Renewal Requirements .....	21
	C. Life Renewal Requirements .....	22
	D. Requirements for Renewal of Substitute Teacher's Certificate .....	22
	E. Requirements for Renewal of Temporary Certificate .....	22



**PART TWO**  
**REQUIREMENTS FOR APPROVAL**

	Page
CHAPTER VI.	
GENERAL INFORMATION RELATING TO THE APPROVAL OF CERTIFICATED PERSONNEL .....	23
A. Introductory Statement .....	23
B. Certificates Which Are Appropriate for Various Types of Positions .....	23
C. Recognition of Previous Approval .....	23
D. Preparation in Accredited Institution Required .....	23
E. Adherence to Minimum College Standards Required .....	23
F. Official Approval Statement Available to Each Teacher .....	23
G. Temporary Approval .....	23
CHAPTER VII.	
REQUIREMENTS FOR EACH TYPE OF POSITION .....	24
A. Administration .....	24
B. Supervision .....	24
C. Teachers in the Secondary Schools Including Grades Thirteen and Fourteen (Junior College) .....	25
D. Teachers of Special Subjects or in Special Service Areas .....	27
E. Teachers in Elementary School .....	27
F. Librarians .....	28
G. Guidance .....	28
H. Public School Health Nurses .....	28
I. Other Services .....	28
APPENDIX .....	29
INDEX .....	30

# PART ONE

## Requirements For Certificates

### Chapter I

#### GENERAL INFORMATION AND REQUIREMENTS

##### A. How to File an Application for an Original Certificate

- |  |   |
|--|---|
| <b>Address to Use</b>  | 1. Address all communications to:<br>Department of Public Instruction<br>Division of Teacher Education and Certification<br>State Office Building<br>Des Moines 19, Iowa  |
| <b>Applicants Prepared<br/>In Iowa Colleges</b>                            | 2. Certificates are issued only upon application filed on a blank furnished by the Department of Public Instruction available on request or from office of college registrars, superintendents and county superintendents. Applicants must have the recommendation of a designated official of the approved Iowa teacher-education institution where their preparation was completed.   |
| <b>Applicants Prepared<br/>in Colleges<br/>Outside Iowa</b>                | 3. Applicants prepared in recognized teacher-education institutions in other states may file applications exactly as in No. 2 above, provided such colleges have filed and received approval of the curricula which they have each prospective applicant for each type of certificate complete.<br><br>4. Applicants with four-year degrees prepared in other states in institutions which are accredited by the National Council for Accreditation of Teacher Education are eligible to receive Iowa certificates in accordance with the conditions of the <i>Reciprocity Agreement of the Central States Conference of State Departments of Education</i> . <sup>1</sup><br><br>5. Applicants whose situations do not fit those described in the preceding two paragraphs are requested to:<br>(1) Write a letter indicating the type of teaching service for which a certificate is desired,<br>(2) Enclose complete official transcript or transcripts showing <i>all</i> college preparation,<br>(3) Itemize teaching experience, if any, and<br>(4) List all certificates held in other states, if any.<br><br>The materials presented will be evaluated and the applicant will receive a decision as to his eligibility for a certificate, and, if eligible, instructions as to steps to follow in completing the application. |
| <b>Classification of<br/>Certificates and<br/>Areas of<br/>Endorsement</b> | 6. Chapter II shows the classes of certificates available, the length of terms, and the specific services for which each class of certificate may be endorsed. The three areas of endorsement are: (1) teaching or special service, (2) supervision, and (3) administration (principals and superintendents).   |
| <b>Fees</b>  | 7. The fee for all original certificates is \$2.00. The fee for each endorsement added to a certificate except at the time of original issuance or renewal is \$2.00.<br><br>Each fee should be made payable to the Superintendent of Public Instruction.<br><br>When an application is cancelled or not approved, the fee will be refunded.  |
| <b>Response</b>  | 8. Upon receipt of application, fee, transcript and other needed materials, the records will be evaluated and the certificate or the notification of any deficiency will be sent.   |
| <b>Adding<br/>Endorsements</b>   | 9. When an application accompanied by the fee is filed, a certificate will be endorsed for additional service at any time provided the applicant has met the current requirements for such endorsement.<br><br>It is not necessary to return one's present certificate for added endorsements. A new certificate carrying all endorsements—old and new—will be prepared. This new certificate must in turn be registered in the office of the county superintendent of each county in which it is used.   |
| <b>Dating of<br/>Certificates</b>  | 10. Certificates are valid only from and after the date of issuance recorded thereon. All term certificates expire on June 30 of the final year of the term for which they are issued and each fraction of a year during the term of a certificate counts as a full year.<br><br>The service authorized by each endorsement on a certificate may legally be performed only from and after the date of each such endorsement.  |

<sup>1</sup> See APPENDIX, page 29, for text of the *Reciprocity Agreement of the Central States Conference of State Departments of Education*.



## B. Requirements Applying to Every Applicant

### Age, Physical Competence, and Moral Fitness

1. In addition to meeting the standards prescribed in this bulletin, applicants for certificates must be eighteen years of age or over, and physically competent and morally fit to teach.
2. Any applicant who meets the preparation and experience requirements for a permanent professional certificate shall be immediately eligible for that certificate without regard to the recency of that preparation or experience.

Any applicant who meets the preparation requirements for an original professional certificate, but who has had less than 8 months' teaching experience during the ten-year period immediately preceding the date of application for such certificate, must have completed at least 6 additional semester hours of credit in an accredited institution within the said ten-year period, such credit to be in addition to meeting the specific requirements for the type of certificate desired.

Any applicant who meets the preparation requirements for an original pre-professional certificate must satisfy the same conditions regarding recency of preparation as applicants for the original professional certificate except that the additional preparation required must be completed within the five-year period immediately preceding the date of application for the certificate.

Where recent credits are required, they should 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 had recent preparation as herein defined, a temporary certificate, valid for one year, will be issued.

### Graduation from Approved Institutions

- 3a. Iowa Colleges  
Certificates are issued on records showing graduation from teacher-education curricula in Iowa colleges approved by the State Board of Public Instruction for the type of certification and endorsement (s) sought.
- b. Colleges in Other States  
Certificates are issued on records showing graduation from teacher-education curricula in colleges in other states which are members of the regional accrediting agencies of the territories in which they are located, and which are also accredited by the National Council for Accreditation of Teacher Education, provided such records show that the Iowa requirements have been met. (See Chapter III of this bulletin for conditions which must be met by colleges in other states which are not accredited by the National Council for Accreditation of Teacher Education.)
- c. Certificates are issued to applicants with four-year degrees granted by colleges in other states which are accredited by the National Council for Accreditation of Teacher Education, provided the states in which such colleges are located are signatory to the *Reciprocity Agreement of the Central States Conference of State Departments of Education*,<sup>1</sup> provided the applicants meet the conditions of the agreement.

### Evidence of Success of Experience

4. Every experienced teacher applying for a certificate must file evidence on forms provided showing that such experience was successful. The applicant must show also that—if legally required for the position held—an appropriate certificate authorizing such experience was held in the state in which such experience occurred.

### Recommendation of Applicant by Institution

5. Each application for a certificate or endorsement thereof must carry the recommendation of the institution where the required program of preparation was completed.

### American History or Government

6. Two semester hours of credit in American history or government are required for all certificates. Where an applicant qualifies for the certificate desired with the exception of this credit, a temporary certificate, valid for one year, will be issued.

In lieu of 2 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.

### Standards for Approval

7. 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 first set of standards appears in Part One of this bulletin.

The second set of standards, which appears in Part Two of this bulletin, governs the specific subjects and services to which teachers in schools approved by the Department of Public Instruction must be assigned. These standards are referred to as "approval standards."

<sup>1</sup> See APPENDIX, page 29, for text of the *Reciprocity Agreement of the Central States Conference of State Departments of Education*.



### C. Definition of Recognized Institution

#### Iowa Colleges

1. All programs of teacher education and the Iowa colleges offering these programs must be approved by the State Board of Public Instruction according to standards established by this Board.

#### Colleges in Other States

2. Programs of teacher education of colleges in other states are recognized to the extent that they are equivalent to Iowa's requirements for certificates, provided these colleges are members of the regional accrediting agencies of the territories in which they are located, and are also accredited by the National Council for Accreditation of Teacher Education. (See Chapter III of this bulletin for conditions which must be met by colleges in other states which are not accredited by the National Council for Accreditation of Teacher Education.)

#### Validation of Credit from Non-Accredited Institution

3. Applicants prepared at a college not accredited as defined herein, must subsequently complete 6 semester hours of college credit of average quality in residence at an accredited college. This 6 semester hours of credit must be in graduate-level courses when the certificate involved requires a bachelor's degree. This credit must include at least one course in professional education related to the type of teaching service authorized by the certificate desired.

While the accredited institutions at which the additional 6 semester hours of credit is completed will be given the opportunity to supply information concerning such applicants, the non-accredited institutions originally preparing such applicants will be asked to assume the chief responsibility for recommending them.

Where an applicant qualifies for the certificate desired with the exception of having completed 6 semester hours of validating credit as defined herein, a temporary certificate, valid for one year, will be issued.

#### Applicants with Experience

4. Applicants, prepared at a non-Iowa college not accredited as defined herein, who hold regular term certificates issued by the state in which the college is located and who have had one year of successful teaching experience in that state, will be exempted from taking the validating credit outlined in No. 3 above.

### D. How to Secure Endorsement of Professional Certificate for Both Elementary- and Secondary-School Teaching

#### Elementary to Secondary

1. Holders of professional or permanent professional certificates endorsed for elementary-school teaching may secure endorsement for secondary-school teaching also by completing 8 semester hours of credit strictly in the field of secondary-school professional education, including at least 3 semester hours in secondary-school methods of teaching, in an institution acceptable to the State Board of Public Instruction for offering the curriculum leading to the secondary endorsement.

#### Secondary to Elementary

2. Holders of professional or permanent professional certificates endorsed for secondary-school teaching may secure endorsement for elementary-school teaching also by completing 8 semester hours of credit strictly in the field of elementary-school professional education,<sup>1</sup> including at least 3 semester hours in elementary-school methods of teaching, in an institution acceptable to the State Board of Public Instruction for offering the curriculum leading to the elementary endorsement.

### E. Positions for Which Certificates Are Required

#### Public School Positions

1. The law, Code of Iowa, 1954, Section 260.6, stipulates, "Every person employed as an administrator, supervisor, or teacher in the public schools shall hold a certificate valid for the type of position in which he is employed."

#### Private School Teaching

2. The Law, Code of Iowa, 1954, Section 299.1, as amended by the Fifty-fifth General Assembly, specifies that children of compulsory school age must either attend some public school or "upon equivalent instruction by a certified teacher elsewhere."

#### Registration of Certificate

3. A contract for teaching in a public school in this state is void unless the teacher holds an Iowa certificate which has been registered in the office of the county superintendent. The law, Code of Iowa, 1954, Section 260.20, includes the following statement: "All diplomas and certificates shall be valid in any county when registered therein, and no person shall teach in any public school whose certificate has not been registered with the county superintendent of the county in which the school is located, . . ."

<sup>1</sup> Courses in geography, music, art and arithmetic are regarded as content courses, not as courses in elementary-school professional education. Courses typical of those which are regarded as being strictly in the field of elementary-school professional education are illustrated by the following: methods of teaching arithmetic, methods of teaching social studies, the teaching of reading, elementary-school supervision, and child growth and development.



**Uncertificated Teaching Prohibited**

4. It is the duty of the county superintendent to order to be closed any public school or schoolroom taught by any teacher not certificated as required by law. Code of Iowa, 1954, Section 273.18, sub-section 24, requires the county superintendent to:

“Order to be closed, any public school or schoolroom taught by any teacher not certified as required by law. If his order is not immediately obeyed, he shall enforce the same against the teacher and the school board by an action for a mandatory injunction in a court of competent jurisdiction.”

**Compensation for Uncertificated Teaching Prohibited**

5. Under Iowa law, Code of Iowa, 1954, Section 294.1, no compensation shall be recovered by a teacher for service rendered while without a certificate.

**F. Standards for Residence, Correspondence and Extension Study**

**Definition of Terms**

1. Residence study is interpreted by the State Board of Public Instruction to be study in which the class attendance is on the campus of the institution or in an approved branch school established by the institution which grants the credits for such study. Extension study shall be interpreted as that which is associated with attendance of off-campus classes except where such classes are in an approved branch school. Correspondence study shall be interpreted as that which takes place off campus and which involves no class attendance.

**Standards for Residence Study**

2. Under Iowa law, Code of Iowa, 1954, Sections 504.12 and 504.13, at least one academic year of residence work must have been completed at the institution which grants an academic degree.

For certification purposes it may consist of one academic year; of not less than 30 weeks if distributed among 3 summer sessions; of 24 weeks if distributed among 4 summer sessions.

At least 20 semester hours of any accredited two-year course must be completed in residence at the institution issuing the record certifying to the completion of such course.

**Standards for Correspondence and Extension Study**

3. A teacher employed full time may apply toward an original certificate not more than 12 semester hours of credit earned by any method during the regular school year of nine months.

Not more than one-fourth of any accredited course may be taken under projected registration, correspondence study, and extension classes.

**G. Standards for Holders of Baccalaureate Degrees Desiring to Complete Work in Professional Education Required for Certificates**

**Persons Without any Courses in Professional Education**

1. Persons holding baccalaureate degrees from accredited institutions, without having begun a program of professional education prior to the securing of such degrees, who desire to qualify for original certificates based on college degrees, may secure certificates by completing the specific courses required in an institution approved for teacher education leading to a professional certificate. Such persons must complete the required work in residence. This residence work must extend over a period of at least twenty-two weeks.

**Persons With Partially Completed Programs of Professional Education**

2. College graduates who partially completed teacher-education programs before securing their degrees, may complete their work at the institution from which they were graduated without meeting the additional residence requirement.

**H. Conversion or Exchange of Expired Old-Type Iowa State Certificates<sup>1</sup>**

**Old-Type Certificate Defined**

1. Prior to June 30, 1935, authorizations to teach known as “state certificates” were issued. These certificates were designated as first-grade state certificates when issued on the basis of four-year college degrees. When issued on the basis of two years of college preparation, they were designated either as second- or third-grade state certificates.

**Equivalent New Classes of Certificates Available**

2. Holders of expired first-grade state certificates may upon meeting requirements, exchange them for the professional certificate described in Chapter II of this bulletin. The endorsement will be for secondary-school teaching when the original preparation was at that level. If the original preparation was in the elementary-school field, the endorsement will be for elementary-school teaching.
3. Holders of expired second- or third-grade state certificates may, upon meeting requirements, exchange them for the pre-professional certificate described in Chapter II of this bulletin. The endorsement will always be for elementary-school teaching.

<sup>1</sup> For information regarding conversion of other types of existing certificates, see Chapter IV, page 20.

**Requirements  
for Exchange**

4. Eight semester hours of credit must be completed in an approved college within the five-year period immediately preceding the date of application for exchange. At least 3 semester hours of this total must be completed in professional education related to the endorsement to appear on the certificate.

### I. Acceptance of Teaching Experience in Lieu of Student Teaching

**Amount of  
Experience**

1. Applicants for certificates may present evidence of five 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 endorsement, provided the three conditions outlined in the next paragraph are met.

**Conditions to  
Be Met**

2. (1) The five 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, (2) a corresponding number of semester hours of credit is presented in other education courses, and (3) the institution recommending the applicant for such a certificate is agreeable to the substitution.

### J. Miscellaneous Information

**Extension of  
Certificate Due  
to Military  
Service**

1. The expiration date of the certificate of a teacher who is called into military service is extended for that period of time for which said teacher is in military service, provided that said teacher applies to the State Department of Public Instruction for such extension within one year after honorable discharge from military service has been secured, or on or before the date of expiration of his certificate, even though that date should be more than twelve months after the date of honorable discharge.

**Certificates for  
Exchange Teachers**

2. The State Board of Public Instruction is authorized, Section 260.10, Code 1954, to issue a certificate to an exchange teacher from another state or country when such teacher has the qualifications equivalent to the regular teacher employed by the board and who is serving as the exchange teacher.

The State Board has authorized the issuance of a temporary certificate, valid for one year, to such exchange teachers. Employing officials participating in arrangements for the exchange of teachers should correspond with the Division of Teacher Education and Certification of the Department of Public Instruction for instructions to be followed by the incoming exchange teacher in order to comply with the conditions of the law referred to in the preceding paragraph.

**Revocation**

3. Any diploma or certificate is revocable by the State Board of Public Instruction for any cause which would have authorized or required a refusal to grant the same.

The certificate of any teacher employed in a given county is revocable by the county superintendent when, in his judgment, there is proper cause for the revocation of said certificate or when complaint is filed supported by affidavits charging incompetency, immorality, intemperance, cruelty, or general neglect of the business of the school.

The procedure for the trial before the county superintendent and the appeal to the superintendent of public instruction is set forth in Code of Iowa, 1954, Sections 260.24, 260.25, and 260.26.

**Requirements  
Tentative**

4. The minimum requirements set forth in this bulletin are to be considered as tentative in nature and subject to revision from time to time.



## Chapter II

# CLASSIFICATION OF CERTIFICATES<sup>1</sup>

The teachers' certificates available are grouped into six major classes. The various types of specific services which each teacher is authorized to perform are indicated by one or more endorsements<sup>2</sup> on the certificate held.

The classes of certificates are:

- A. PERMANENT PROFESSIONAL CERTIFICATE  
Valid throughout lifetime of holder except when revoked for cause
- B. PROFESSIONAL CERTIFICATE  
Valid for ten-year term and renewable according to prescribed conditions
- C. PRE-PROFESSIONAL CERTIFICATE  
Valid for six-year term and renewable according to prescribed conditions
- D. SUBSTITUTE CERTIFICATE  
Valid for six-year term, but, except as authorized by the Department of Public Instruction by written statement, not to exceed ninety (90) full days of teaching in any one academic year and renewable according to prescribed conditions
- E. TEMPORARY CERTIFICATES  
Valid for one-year term
- F. PROFESSIONAL COMMITMENT CERTIFICATE  
Valid for one-year term and subject to successive renewals provided defined progress is made toward meeting the requirements for the professional certificate

### A. Permanent Professional Certificate

#### 1. Validity

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

#### 2. Endorsements Available

This certificate shall have exactly the same endorsement or endorsements available on the professional certificate which every person applying for a permanent professional certificate must first have had. Additional endorsements may be made at any time that the requirements for them have been met. (See B.2., below.)

#### 3. Requirements

The holder of a professional certificate who has had four years of successful teaching experience and 30 semester hours of approved preparation beyond the baccalaureate degree shall be eligible to receive the permanent professional certificate except that, on and after August 31, 1960, said 30 semester hours of approved preparation shall have been graduate credit and a master's degree from an accredited institution shall have been awarded to said holder.

<sup>1</sup> See Chapter III, page 15, for information as to the content of the preparation needed for each of the various classes of certificates.

<sup>2</sup> Except for certificates endorsed for elementary-secondary-school teaching in specified subjects, Iowa certificates give "blanket" authorization to teach any subject in the grades indicated by the endorsements. However, schools, in order to be approved by the Department of Public Instruction, must assign duties to their teachers in accordance with the approval standards outlined in Part Two of this bulletin. See pages 23 to 28.

### B. Professional Certificate

#### 1. Validity

The professional certificate shall be valid for a term of ten years, and for service as indicated by the endorsement or endorsements appearing thereon. It shall be renewable according to conditions prescribed in this bulletin.<sup>3</sup>

#### 2. Endorsements Available

##### a. Elementary

- (1) Type of Service Authorized  
Authorization to teach in kindergarten and grades one through nine
- (2) Requirements  
Four years of approved college preparation and a baccalaureate degree from a recognized institution

##### b. Secondary

- (1) Type of Service Authorized  
Authorization to teach in grades seven through fourteen<sup>4</sup>
- (2) Requirements  
Four years of approved college preparation and a baccalaureate degree from a recognized institution

##### c. Elementary-Secondary

- (1) Type of Service Authorized  
Authorization to teach only in special subjects or to serve in special service areas in kindergarten and grades one through fourteen
  - (a) Special Subjects for Which Endorsements Are Available  
Art, industrial arts, music, and physical education
  - (b) Special Service Areas for Which Endorsements Are Available
    - 1' Librarian
    - 2' Education of Exceptional Children (Special Education)
      - a' Children who are maladjusted or retarded whether mentally-handicapped or gifted or of disturbed personality
      - b' Children who are crippled or of low vitality
      - c' Children in need of speech correction
      - d' Children who are deaf or hard-of-hearing
      - e' Children who are blind or partially-sighted
      - f' Service as school psychologist
    - 3' Service as public school health nurse

##### (2) Requirements

Four years of approved college preparation and a baccalaureate degree from a recognized institution except that, for endorsement for service as a school psychologist, two years of successful teaching experience, a master's degree in psychology from a recognized institution, and the completion of an approved program of preparation for service as a school psychologist shall also be required.

##### d. Elementary-School Supervision

##### (1) Type of Service Authorized

Authorization to serve as a supervisor or teacher in the kindergarten and in grades one through nine

<sup>3</sup> See Chapter V, pages 21 to 22.

<sup>4</sup> Grades thirteen and fourteen are junior college grades.



## (2) Requirements

## (a) Effective Until August 31, 1960

Applicant shall have met the requirements for a professional certificate endorsed for elementary-school teaching, and, in addition thereto, have completed 20 semester hours of approved graduate credit and have had two years of successful teaching experience.

## (b) Effective on and After August 31, 1960

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.

## e. Elementary-Secondary-School Supervision

## (1) Type of Service Authorized

Authorization to serve only as a supervisor or teacher in special subjects or special service areas in kindergarten and grades one through fourteen

NOTE: For a list of special subjects and special service areas, see B.2.c. (1) (a) and (b) above.

## (2) Requirements

## (a) Effective Until August 31, 1960

Applicant shall have met the requirements for a professional certificate endorsed for elementary-secondary teaching in the special subject or special service area in which supervision is to be done, and, in addition thereto, have completed 20 semester hours of approved graduate credit and have had two years of successful teaching experience.

## (b) Effective on and After August 31, 1960

Applicant shall have met the requirements for a professional certificate endorsed for elementary-secondary-school teaching in the special subject or special service area in which supervision is to be done, and, in addition thereto, have secured a master's degree from a recognized institution and have completed an approved graduate program in this special subject or special service area, including preparation also in elementary- and secondary-school curriculum or supervision and have had four years of successful teaching experience; provided further that said applicant shall have had supervisory experiences, either with or without credit, in the special subject or special service area under the supervision of the institution awarding said applicant's master's degree, or, in lieu thereof, equivalent experiences as judged by said institution.

## f. Elementary-School Principal

## (1) Type of Service Authorized

Authorization to serve as a principal, supervisor or teacher in any elementary school through grade nine

## (2) Requirements

## (a) Effective Until August 31, 1960

Applicant shall have met the requirements for a professional certificate endorsed for elementary-school teaching, and, in addition thereto, have completed 20 semester hours of approved graduate credit and have had two years of successful teaching experience

## (b) Effective on and After August 31, 1960

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 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 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.

## g. Secondary-School Principal

## (1) Type of Service Authorized

Authorization to serve as a principal, supervisor or teacher in any secondary school through grade fourteen

## (2) Requirements

## (a) Effective Until August 31, 1960

Applicant shall have met the requirements for a professional certificate endorsed for secondary-school teaching, and, in addition thereto, have completed 20 semester hours of approved graduate credit and have had two years of successful teaching experience

## (b) Effective on and After August 31, 1960

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 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.

## h. Superintendent

## (1) Type of Service Authorized

Authorization to serve as county superintendent, or as superintendent, principal, supervisor or teacher in any elementary or secondary school through grade fourteen

## (2) Requirements

## (a) Effective Until August 31, 1960

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 completed an approved program of preparation, have been awarded a master's degree by a recognized institution, and have had four years of successful teaching experience.

## (b) Effective on and after August 31, 1960

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 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; pro-



vided 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.

### C. Pre-Professional Certificate

#### 1. Validity

The pre-professional certificate shall be valid for a term of six years, and for service as indicated by the endorsement or endorsements appearing thereon. It shall be renewable according to conditions prescribed in this bulletin.<sup>1</sup>

#### 2. Endorsements Available

##### a. Elementary

##### (1) Type of Service Authorized

Authorization to teach in kindergarten and grades one through nine

##### (2) Requirements

Two years (60 semester hours) of approved college preparation in a recognized institution except that, on and after August 31, 1958, the accreditation of said college or university to offer two-year programs of teacher education shall be terminated.

##### b. Secondary (Trade and Industrial Classes)

##### (1) Type of Service Authorized

Authorization only to teach the specific subject or subjects designated in the recommendation in grades nine through twelve

##### (2) Requirements

Recommendation as to competence in designated subject or subjects made by Director of Division of Vocational Education of Iowa Department of Public Instruction

##### c. Elementary-Secondary (Not Available to New Applicants)

##### (1) Teaching Service Authorized

Authorization to teach the specified subject or subjects in kindergarten and grades one through fourteen

##### (2) Requirements

Applicants must be holder of a special subject certificate issued in former years which is in force or for which current renewal requirements have been met

### D. Substitute Certificate

#### 1. Validity

The substitute certificate shall be valid for a six-year term, and for the same service authorized by Iowa or non-Iowa certificate (exclusive of emergency or temporary certificate) once held by the applicant. It shall be valid only for those positions in which a regularly employed, certificated teacher actually began the school year. It shall be valid for not more than 90 days of full-time teaching during any single school year except that an appropriate regional consultant in the Department of Public Instruction may, by written statement, authorize the holder of such a certificate to teach in excess of the 90-day period when, in his judgment, the best interests of the pupils would be served thereby. In such an event, the said substitute teacher shall not occupy the position beyond the close of the current school year.

#### 2. Endorsements Available

Endorsements on a substitute certificate shall be exactly the same as those to which the applicant would be entitled if a term certificate (equivalent to the type of certificate once held) were issued to the applicant.

#### 3. Requirements

The applicant for a substitute certificate must once have held an Iowa or non-Iowa certificate (exclusive of emergency or temporary certificate) which, by meeting current renewal requirements in force in the state of issue, could again be issued for a term of years.

### E. Temporary Certificate

#### 1. Validity

The temporary certificate shall be valid for a one-year term and for service as indicated by the endorsement or endorsements appearing thereon.

#### 2. Endorsements Available

This certificate shall be endorsed in a manner similar to permanent professional, professional and pre-professional certificates in accordance with the type of preparation completed.

#### 3. Requirements

##### a. Based on Expired Iowa Certificate, Exclusive of Emergency or One-Year Special Certificate

The holder of an expired Iowa certificate (exclusive of emergency or one-year special certificate), who has had one year (8 months) of successful teaching experience, shall be eligible to receive the temporary certificate upon application accompanied by recommendation of a superintendent or county superintendent, provided that (1) no temporary certificate shall be available to any teacher during the first year immediately following the expiration date of said teacher's regular certificate, and (2) no temporary certificate shall be issued to a person whose expired, regular certificate was based on less than 60 semester hours of preparation when said certificate has been expired for a period of five years. This certificate shall be endorsed for the type of service authorized by the expired certificate on which it is based. This certificate is non-renewable. See Chapter V for requirements for renewal of Iowa certificate once held.

##### b. Based on Eligibility for a Professional or Pre-Professional Certificate Except for Defined Deficiencies Outlined in Chapter I, pages 7, 8 and 10.

This certificate is non-renewable.

##### c. Based on Fifty Semester Hours of Specified College Credit

This certificate is available only to an applicant who has never had an Iowa teacher's certificate. It requires 50 semester hours of college credit with 8 strictly in elementary-school professional education including 3 in elementary-school methods. The applicant shall have completed at least 6 semester hours of credit within the five-year period immediately preceding the date of the issuance of the certificate. It shall give the holder authorization to teach in kindergarten and grades one through nine. The applicant shall be recommended by the approved college where the most recent preparation was completed. This certificate will be renewable not to exceed six times for one-year terms upon the completion of 8 semester hours of credit each year leading toward completion of requirements for a pre-professional or professional certificate, provided that teaching experience continues to be successful.

##### d. Based on Administrative Decision

The Superintendent of Public Instruction is authorized to issue the temporary certificate to applicants whose services are needed to fill positions in specific schools in emergency situations.

### F. Professional Commitment Certificate

#### 1. Validity

The professional commitment certificate shall be valid for a one-year term, and service as indicated by the endorsement

<sup>1</sup> See Chapter V, pages 21 to 22.



or endorsements appearing thereon. It shall be renewable according to conditions outlined under 4. below.

## 2. Endorsements Available and Requirements

### a. Elementary-School Teaching

#### (1) On Approved Two-Year Portion of a Four-Year Teacher Education Curriculum<sup>1</sup>

A minimum of two years (60 semester hours) of preparation selected from an approved two-year portion of a four-year teacher education curriculum for elementary-school teachers shall be required for a professional commitment certificate to be endorsed for teaching in kindergarten and grades one through nine. Eight semester hours of credit strictly in elementary-school professional education with 3 in elementary-school methods and 3 in student teaching must be included.

This certificate endorsed for elementary-school teaching is available only to applicants who are recommended by the approved college where the most recent preparation was completed. At its discretion the college may require applicants to complete more preparation than the minimum specified in the immediately preceding paragraph.

#### (2) On Bachelor's Degree

A minimum of a bachelor's degree from an approved institution plus 8 semester hours of professional preparation selected from that institution's program leading to elementary-school teaching filed with and approved by the State Board of Public Instruction shall be required for a professional commitment certificate endorsed for teaching kindergarten and grades one through nine.

This certificate endorsed for elementary-school teaching is available only to applicants who are recommended by the approved college where the most recent preparation was completed. At its discretion the college may require applicants to complete more preparation than the minimum specified in the immediately preceding paragraph.

### b. Secondary-School Teaching

A minimum of a bachelor's degree from an approved institution plus 8 semester hours of professional preparation selected from that institution's program leading to secondary-school teaching filed with and approved by the State Board of Public Instruction shall be required for

<sup>1</sup> On and after August 31, 1960, the professional commitment certificate will be available only to holders of the bachelor's degree as outlined under 2.a.(2) on this page. Accordingly, students enrolling as freshmen in colleges on and after August 31, 1959, will need to complete four-year programs of teacher education requiring the bachelor's degree.

a professional commitment certificate endorsed for teaching grades seven through fourteen.

This certificate endorsed for secondary-school teaching is available only to applicants who are recommended by the approved college where the most recent preparation was completed. At its discretion the college may require applicants to complete more preparation than the minimum specified in the immediately preceding paragraph.

### c. Elementary-Secondary Teaching in a Special Subject or Service Area

A minimum of a bachelor's degree from an approved institution with specialization in the designated special subject or special service area plus 8 semester hours of professional preparation selected from that institution's program filed with and approved by the State Board of Public Instruction shall be required for a professional commitment certificate endorsed for teaching in the special subject or service area in kindergarten and grades one through fourteen.

This certificate endorsed for elementary-secondary-school teaching is available only to applicants who are recommended by the approved college where the most recent preparation was completed. At its discretion the college may require applicants to complete more preparation than the minimum specified in the immediately preceding paragraph.

## 3. Recency of Preparation

Applicants for the professional commitment certificate shall have completed at least 6 semester hours of credit within the five-year period immediately preceding the date of issuance of the certificate.

## 4. Requirements for Renewal

The professional commitment certificate is renewable for consecutive yearly terms provided that the equivalent of 6 semester hours of additional preparation leading toward the professional certificate is completed each year,<sup>2</sup> and provided also that teaching experience continues to be successful and the college where the preparation is being completed recommends each renewal.

The holder of a professional commitment certificate is not required to renew it each year provided no teaching is done. However, a grand total of additional credits equivalent to at least 6 semester hours of progress each year (except during military service) after the issuance of the original professional commitment certificate will be required.

<sup>2</sup> If recommended by the college, credits in excess of 6 semester hours completed during any year following the original issuance of the certificate may be cumulated and applied toward meeting the requirements for one or more succeeding yearly renewals. For example, if a teacher should complete 10 semester hours during a given year, 4 of them could be carried over and used on the next renewal.



## Chapter III

# APPROVAL OF INSTITUTIONS AND TEACHER EDUCATION PROGRAMS

Chapter II presents the teacher certification framework which has been adopted for Iowa by the State Board of Public Instruction. Chapter III discusses the standards for the approval of institutions and teacher education programs and the procedures for the application of these standards.

The State Board has authorized the Superintendent of Public Instruction to appoint an Advisory Committee on Teacher Education and Certification. This committee makes recommendations regarding the content of each of the various programs of teacher preparation and the standards to be met by institutions applying for approval to offer such programs. This committee is a recommending body only. The final legal authority rests with the State Board. The State Board considered the Advisory Committee's suggestions as the standards outlined herein were developed.

### Section One: Procedure for Applying Institutional Standards

#### A. Approval by State Board of Public Instruction

1. **Approval of Each Institution and Its Program(s) Required**  
All institutions and their programs of teacher education leading to certification in Iowa<sup>1</sup> are subject to approval by the State Board of Public Instruction.

All Iowa colleges and universities engaged in the preparation of teachers are expected to use the standards outlined herein as criteria for institutional and program improvement.

2. **Status of Current Programs**

Teacher education programs currently on file and approved by the State Board, unless otherwise terminated, will be continued as approved, until the transition to new programs has been completed, reviewed and approved.

3. **Schedule for Initiating New or Revised Programs**

The State Board has authorized the Superintendent of Public Instruction to give temporary approval, at his discretion, to proposed new programs so that they may be put into operation immediately and evaluated in terms of the degree to which they appear to be working in actual practice. Before final approval is given, each revised program of teacher preparation leading to each class of certificate and each endorsement must be submitted to and approved by the State Board.

Every institution must submit its revised program or programs on or before December 31, 1958.

Any institution desiring at any time to introduce a *new* or *revised* program of teacher education should submit its proposed program on or before December 31 of the academic year preceding the one during which it is to be put into operation.

4. **Items Supplied by Department**

The Department of Public Instruction will provide appropriate suggestions for institutions in reporting, in a uniform manner, certain minimum factual data identifying key personnel, the instructional or curricular patterns for which approval is desired and other essential items.

5. **Report of Institution of Results of Self-Evaluation**

Each institution is expected to present a report of the

results of its self-evaluation in terms of the standards discussed in Section Two of this chapter.

6. **Guide for Reporting Results of Self-Evaluation**

The Department will supply "A Guide for the Development of Information by Iowa Institutions in Applying for Approval of Teacher Education Programs" for use by each local institution.

7. **Abbreviated Self-Evaluation Report**

At the discretion of the Superintendent of Public Instruction, institutions already appearing on the list of a generally recognized national agency for teacher accreditation may present a less extensive self-evaluation report.

8. **Optional Publication**

A publication entitled, "Teacher Education at \_\_\_\_\_," would serve to give  
(Name of Institution) prospective students and those already enrolled complete and ready information regarding teaching as a possible career and the school positions for which the institution offers preparation.

9. **Standards for Out-of-State Institutions<sup>2</sup>**

In order to have their programs of teacher education considered for approval, out-of-state institutions shall offer programs and meet standards equivalent to those specified herein for Iowa colleges and universities and they shall also meet the following conditions:

- (1) Be accredited for general excellence by a regional accrediting agency for collegiate institutions operating in the territories in which said institutions are located provided said regional accrediting agency is declared by the State Board of Public Instruction as being acceptable to it;
- (2) Be approved by the State Board or Agency under whose jurisdiction the institution operates for the particular area or specialized field of teaching in which certification is sought; and
- (3) Be accredited by the National Council for Accreditation of Teacher Education, or, in lieu thereof, provide such other evidence of excellence of the teacher education program as may be required by the State Board of Public Instruction.

Institutions outside Iowa, meeting the three conditions outlined in the preceding paragraph, may file their programs of teacher education for direct approval according to the same procedures and standards followed by institutions within the state.

The advantages of having the program(s) on file is that it is then possible for certificates to be issued to graduates upon the direct recommendation of the institution without specific evaluation of each applicant's transcript being necessary.<sup>3</sup>

10. **Reviewing Committee**

The State Board will take action regarding the approval of programs submitted by each institution after the report of a reviewing committee designated by the Superintendent of Public Instruction has been filed. In addition to appropriate members of the staff of the Department of Public Instruction, the reviewing committee shall in-

<sup>2</sup> See Chapter I, page 8 for method of validation of credit from non-accredited institution.

<sup>3</sup> Applicants from colleges and universities accredited as here defined which do not have approved programs on file in Iowa may present their complete official transcripts for direct evaluation.

<sup>1</sup> Institutions outside Iowa may apply for direct approval of their programs according to the same procedures and standards followed by institutions within the state.



clude representatives of colleges which prepare teachers and of the teaching profession.

#### 11. Visit by State Department Staff

One or more members of the staff of the Department of Public Instruction will visit the institution for further evaluation of the proposed program(s).

#### 12. Evaluation by Visiting Committee (Optional)

At the option of the institution, an evaluating committee, appointed by the Superintendent of Public Instruction and acceptable to the institution, will review materials submitted and visit the institution for the purpose of evaluating the teacher education program. The size and composition of the committee will be determined by the nature and extent of the program being evaluated.

#### 13. Recommendation by Superintendent of Public Instruction

The Superintendent of Public Instruction will base his recommendation to the State Board relative to each institution on a study of the factual and evaluative evidence on record about such institution and its program(s) in terms of the standards discussed in Sections Two and Three of this chapter. If the recommendation is not favorable, the applying institution will be advised as to the areas in which improvements or changes appear to be essential for approval.

Such an institution may reapply at its discretion when it is ready to show what actions have been taken along the lines of the suggested improvements.

#### 14. Expenses

If the institution requests the services of an evaluating committee, expenses relating thereto—with the exception of those incurred by the representatives of the Department of Public Instruction—shall be borne by the applying institution.

### B. Reports and Periodic Evaluations

#### 1. Annual Reports

Institutions placed on the approved list will be asked to make annual reports to the Department of Public Instruction which shall be minimum in detail but which will call for basic information needed to keep the records on each institution up-to-date.

#### 2. Continuous Self-Evaluation

Each institution should keep its programs of teacher education under continuous, faculty-wide review.

#### 3. Re-Evaluation of Teacher Education Programs

A new self-evaluation of any teacher education program may be requested at any time deemed necessary by the Superintendent of Public Instruction. Any action based on such re-evaluation must first be approved by the State Board.

#### 4. Approval of Changes in Programs

The Superintendent of Public Instruction is authorized to approve minor and reasonable changes in programs of teacher education.

When a college on the approved list contemplates major revisions in one or more of its approved programs of teacher education, such revisions may be announced and initiated only after having been approved by the State Board.

A major revision is defined as one which the Superintendent of Public Instruction judges to be important enough to be confirmed by formal study and action of the State Board.

## Section Two: Standards for Teacher Education Institutions

### A. National Council for Accreditation of Teacher Education<sup>1</sup>

The publication, *Standards and Guide for Accreditation of*

<sup>1</sup> The National Council for Accreditation of Teacher Education, Mills Build-

*Teacher Education*, used by the National Council for Accreditation of Teacher Education represents the results of many years of study, research and practice on the part of people directly associated with the preparation of teachers. Consequently, these Standards describe, to a generally-accepted degree, the characteristics of high-quality teacher education institutions. Since these standards fit all types of institutions and are being used throughout the United States as the "yardstick" by which to evaluate the quality of institutions which prepare teachers, they can be applied also to Iowa colleges and universities without being restated to any important degree.

The Standards of the National Council are kept under continuous review. The Council has announced that they will be revised as the need is evidenced by experience and research. The policy of the State Board of Public Instruction is to assist Iowa teacher-preparing institutions in their efforts to make progress toward meeting and, in as many cases as possible, even exceeding standards such as those of this Council.

### B. Evidence Required of Iowa Colleges Seeking Approval of Programs of Teacher Education

Iowa colleges and universities seeking the approval of their programs of teacher education shall file evidence of the extent to which they meet the standards of the National Council for Accreditation of Teacher Education provided that colleges and universities already accredited by said Council shall be exempted from filing such evidence.

In order for its graduates to be accepted for teacher certification, the institution, in addition to being approved for teacher education by the State Board, must file a specific program or curricular pattern designed to meet the requirements for each certificate and the teaching privileges or services to be endorsed thereon or listed on separate approval statements, and receive the approval of each such program by the Board. Section Three of this chapter outlines Standards for Programs of Teacher Education. Part Two of this bulletin gives the requirements for approval of certificated personnel for each of the various types of positions.

## Section Three: Standards for Programs of Teacher Education

### A. Planning and Announcing Programs

A college or university which meets the basic institutional standards discussed in Sections One and Two of this chapter will have administrative and faculty personnel who are competent to design and operate acceptable programs of teacher education within the broad limits defined in this third section of the chapter.

The programs should be planned in terms of the institution's teacher education objectives and facilities. They should first be accepted by the local faculty and administration. Then, before they are publicly announced and placed into operation, they must be filed with the Department of Public Instruction for record purposes and for formal approval by the State Board of Public Instruction.<sup>2</sup>

ing, 17th Street and Pennsylvania Avenue, N.W., Washington 6, D.C., includes representatives selected from the following sources: American Association of Colleges for Teacher Education, Council of Chief State School Officers, National Association of State Directors of Teacher Education and Certification, National Commission on Teacher Education and Professional Standards of the National Education Association, National School Boards Association, and three persons selected by a special committee to represent all types of colleges and universities preparing teachers.

The National Commission on Accrediting is an agency established by colleges and universities of the United States for the purpose of evaluating accrediting agencies. On October 10, 1956, it extended recognition to the National Council for Accreditation of Teacher Education (NCATE) as the national accrediting agency for teacher education and added it to the approved list of recognized accrediting agencies.

<sup>2</sup> The preparation of administrative, supervisory and certain designated special service personnel is limited to institutions offering work leading to graduate degrees.



## B. Completion of Approved Programs as Bases on Which Students Are Recommended for Certification

In order for its graduates to be accepted for teacher certification by the State Board of Public Instruction, each Iowa college or university shall file a specific program or curricular pattern of teacher education designed to meet the requirements for each certificate, and it shall also specify the courses its students must complete and the levels of excellence which they must attain in said courses as a condition to being recommended for approval to teach subjects in public schools for which standards are hereinafter prescribed.

After the State Board of Public Instruction has approved the specific programs filed by an institution, students who complete such programs and are recommended by authorized officials at that institution will be issued the appropriate *certificate* with one or more teaching or special services endorsed thereon, and also, where applicable, an *approval statement* listing the subjects or areas of approval in accordance with the Requirements for Approval appearing in Part Two of this bulletin.

## C. Acceptance of Demonstrated Competence in Lieu of College Credits

When an Iowa college or university which is approved for teacher education by the State Board of Public Instruction certifies that an applicant for a teacher's certificate has demonstrated competence in any required area of preparation equivalent to the completion of regular college courses in that area, said applicant shall not be required to present a record of college credit in said area.

## D. Program Standards for Certificates Based on Requirements Specifying Bachelor's Degrees

The State Board has stipulated that the Advisory Committee shall organize its recommendations under four categories: (1) academic work in general education needed by all teachers; (2) academic preparation needed by secondary- or elementary-secondary-school teachers in their chosen teaching fields, and certain subjects essential in the preparation of elementary-school teachers; (3) preparation in education and psychology courses including teaching under supervision; and (4) student selection and guidance.

The State Board has further stipulated that the Advisory Committee shall organize its recommendations in such a manner that considerable room will be left for institutional initiative in the methods of preparing teachers. Experimentation with promising programs for improved preparation of teachers is encouraged by the State Board.

The institutional standards and the program standards outlined herein have been designed with these stipulations of the State Board as guides.

Certificates based on requirements specifying four years of college preparation and a bachelor's degree shall be issued only after the applicant for one of the said certificates has met each of the following standards, where applicable to the type of said certificate to be issued, in an Iowa college or university whose program or programs of teacher education leading to said certificates shall have been filed with and approved by the State Board of Public Instruction.

## E. Programs Requiring Bachelor's Degree and Leading to the Professional Certificate

### I. General Education

Elementary- and secondary-school pupils devote their energies primarily to preparation in the area of general education. A general education program should be a truly functional one designed to serve the non-vocational needs of persons. Pupils are profoundly influenced by their teachers' examples of living. They deserve, therefore, to have, as teachers, individuals who themselves have learned wise ways of living and who reveal them in their daily activities. All school students — irrespective

of vocational choice — should have a common base of general education.

"An educated person should be distinguished not only because of intellectual power; but also because of happy, gracious, effective ways of conduct. Good general education must be concerned, therefore, with the physical, emotional, social, mental and spiritual development of each individual. Good general education should contribute to active and effective citizenship to the improvement of human relationships in all spheres of group living from the home to the inter-cultural and international realms, to the development of aesthetic and creative appreciations and skills, to the establishment of high standards of personal efficiency and to all the other skills of living."<sup>1</sup>

"... general education for prospective teachers at college level should not be scheduled in a solid block during the freshman and sophomore years. There are strong arguments for commencing the professional program of studies early in the college schedule, perhaps as early as the freshman year. Also, there are strong arguments for continuing some general education throughout all the years of teacher preparation, even into the graduate and 'adult' years of study. Even in a formal sense, the acquisition of a general education as an aid to better living should probably never cease. Both the early introduction of professional courses and extended duration for general courses are made possible by having the two run concurrently throughout the entire college schedule. It is suggested that the time allotment for general education should be larger during the early college years and should decrease as the student approaches professional service."<sup>2</sup>

*Program Standard 1.* The applicant shall have completed 40 semester hours of credit in courses specified by the institution awarding said applicant's bachelor's degree as being classified as general education.

### 2. Area of Concentration in an Academic Field

Every teacher, regardless of the position in which he is employed, should be encouraged to develop a concentration in one or more subject-matter areas selected primarily in terms of his own interests and abilities.<sup>3</sup>

*Program Standard 2.* The applicant shall have completed 30 semester hours of credit in an area of subject-matter concentration which shall have been listed by the institution awarding said applicant's bachelor's degree in said institution's program or programs of teacher education filed with and approved by the State Board of Public Instruction, provided that, when so designated by said institution, "elementary-school education" shall be regarded as an acceptable area of subject-matter concentration.<sup>4</sup>

### 3. Academic or Subject-Matter Background for the Type of Position to Be Filled

#### a. Elementary-School Teaching

In addition to having an area of concentration in an academic field, the elementary-school teacher needs certain broad subject-matter preparation not typically demanded of secondary-school teachers. Literature for

<sup>1</sup> *What Is a Good Teacher Education and Certification Program?*, pp. 16-18. (Iowa Commission on Teacher Education and Professional Standards, Iowa State Education Association, Des Moines, Iowa.)

<sup>2</sup> *Ibid.*, pp. 15-16.

<sup>3</sup> See W. Earl Armstrong, "Bases for Determining Curricula for Teacher Education," pp. 46-52 in *Teacher Education: the Decade Ahead*, 1965. (Available from National Commission on Teacher Education and Professional Standards, 1201 Sixteenth Street, N.W., Washington, D.C.)

<sup>4</sup> Broad fields or "functional" subject-matter concentrations are acceptable in meeting this standard. Although this standard encourages all teachers (elementary and secondary) to "major" in a subject-matter area, certain programs for the education of elementary-school teachers cover such a wide range of content that the institution defines the "major" as being *elementary education*. This arrangement has been provided for in the wording of Program Standard 2.



children, mathematics, art, music, geography, health and physical education, industrial arts, conservation education, elementary-speech correction and creative dramatics are typical areas of need.

It is expected that improved programs of general education will lessen the number of specific, segmented courses needed to give prospective elementary-school teachers the subject-matter background in the many fields in which they will be required to teach.

In any case it is essential the college courses specified by the local faculties to provide knowledges demanded by the elementary-school curriculum shall be varied according to the individual student's previous preparation and achievements in these additional content areas.

*Program Standard 3.* The applicant for a certificate valid for teaching in the elementary-school field shall have completed preparation in at least five of the following areas: literature for children, mathematics, art, music, geography, health and physical education, industrial arts, conservation education, elementary speech correction, and dramatics as separate college courses, or, in lieu thereof, in courses in general education required by the institution awarding said applicant's bachelor's degree.

b. Secondary-School Teaching

A prospective secondary-school teacher is wise to make certain that he is preparing himself to teach most if not all the subjects related to his area of concentration. Hence, he should study the *approval standards* in Part Two (pages 23 to 28) of this bulletin and make wise elective choices within his field of concentration. Furthermore, he will add to the variety of positions available to him if he takes enough work in at least two other fields to meet the approval standards for teaching certain subjects within them.

*Program Standard 4.* The applicant for a certificate valid for teaching in the secondary-school field shall have met the minimum approval standards as herein prescribed for teaching subjects within one or more fields outside his own area of subject-matter concentration for which said approval standards include requirements except in cases where the institution awarding said applicant's bachelor's degree shall have been authorized by the State Board of Public Instruction to recommend applicants who have been permitted by said institution to omit preparation sufficient to meet approval standards in any field outside their area of concentration, and when said institution does so recommend said applicant.

c. Elementary-Secondary Teaching in a Special Subject Field or Service Area<sup>1</sup>

Chapter II of this bulletin, pages 11 to 14, lists the special subjects and special service areas in which certificates endorsed for elementary-secondary teaching are available. Program Standard 5 which appears below gives the general guide for development of the so-called academic or subject-matter aspects of programs of teacher preparation in such subjects or service areas.

*Program Standard 5.* The applicant for a certificate valid for teaching in a special subject or special service

<sup>1</sup> Program Standard 5 specifies the general and academic preparation required of all special subject and special service teachers except school psychologists and public school health nurses. Since a school psychologist must have had two years of teaching experience as well as a master's degree in an approved program, the first certificate for such a person would need to be one for elementary- or secondary-school teaching, or for elementary-secondary teaching in a special subject or special service area available on the basis of a bachelor's degree.

No institution in Iowa any longer offers a program for the preparation of public school health nurses. Nurses now employed in Iowa schools usually do no teaching and hence are not legally required to hold teachers' certificates. Those who do teach usually hold a regular certificate valid for the level at which such teaching is done. Only a few public school health nursing certificates have ever been issued. If an institution becomes interested in setting up a program for the preparation of public school health nurses, steps will be taken to establish criteria for the approval of programs in this area.

area in the elementary- and secondary-school fields shall have completed 40 semester hours of preparation in general education and 30 semester hours of preparation in an area of subject-matter concentration both as specified herein provided that the special subject or special service area in which said certificate authorizes said applicant to teach shall comprise the area of subject-matter concentration, provided further that an applicant for a certificate valid to serve as a teacher in the area of school psychologist must hold a master's degree including the preparation herein prescribed and have had two years of teaching experience.

4. Professional Education

Professional education<sup>2</sup> deals with the conditions under which teachers work, and the understandings and skills (in addition to subject-matter competence) which they need to acquire in order to do successfully the day to day job of classroom teaching. It is concerned with creating and maintaining optimum learning conditions for pupils and with giving prospective teachers a broad perspective of the role of the school in a democratic society.

a. Common Professional Preparation Required of Every Applicant for a Certificate

All teachers have certain problems which they face in common irrespective of the age level of the pupils who are under their supervision. One-fourth to one-half of the credit hours required in professional education should be common to both prospective elementary- and secondary-school teachers.

The problems of teaching and learning with which all teachers are concerned include providing for individual differences among pupils, developing critical thinking, and making learning experiences meaningful to pupils. Thus, "general education" is an essential unifying thread in the professional as well as the academic preparation of teachers. Four areas which are common for all teachers whether elementary or secondary have been identified by the Iowa Commission on Teacher Education and Professional Standards.<sup>3</sup> These areas, with some modifications, are: (1) psychology of childhood and youth; (2) the school, its organization and administration, its curriculum and its broader social goals; (3) the understanding of the psychology of teaching and learning; (4) study of the school in its community setting; and (5) audio-visual education.

Additional areas of concern to all teachers are numerous. For example, the teaching profession has an organizational structure and a code of ethics. The teacher-education curriculum should provide adequate preparation for professional membership and responsibilities.

*Program Standard 6.* The applicant shall have completed a grand total of 20 semester hours of credit in professional education at least one-fourth of which credits shall be in professional education courses which deal with problems which are of common concern to both elementary- and secondary-school teachers.

b. Differentiation in Professional Preparation in Terms of Position to Be Filled

(1) Elementary-School Teaching

*Program Standard 7.* The applicant for a certificate valid for teaching in the elementary-school field shall complete courses dealing with (a) learning experiences designed to develop skill in

<sup>2</sup> The mere appearance of a course in a college catalog under a given divisional or departmental heading does not automatically determine whether or not it should be classified as "professional education." For example, Education 21:30, "Children's Literature" is not "professional education" as herein defined, but it is proper thus to classify Mathematics 80:523, "Teaching of Arithmetic," or Science 82:490, "The Teaching of Science."

<sup>3</sup> *What Is a Good Teacher Education and Certification Program?*, pp. 21-22. (Iowa Commission on Teacher Education and Professional Standards, Iowa State Education Association, Des Moines, Iowa.)



methods of teaching and evaluating pupil progress in the areas of instruction included in the elementary-school curriculum, and (b) shall have completed work in supervised student teaching at the elementary-school level. At least 5 semester hours of college credit shall have been secured in said supervised student teaching by said applicant.

(2) Secondary-School Teaching

*Program Standard 8.* The applicant for a certificate valid for teaching in the secondary-school field shall have completed courses dealing with (a) learning experiences designed to develop skill in methods of teaching and evaluating pupil progress in the areas of instruction included in the secondary-school curriculum, and (b) shall have completed work in supervised student teaching in the secondary-school field. At least 5 semester hours of college credit shall have been secured in said supervised student teaching by said applicant.

(3) Elementary-Secondary Teaching in a Special Subject or Service Area

*Program Standard 9.* The applicant for a certificate valid for teaching in a special subject or special service area at the elementary- and secondary-school levels shall have completed courses dealing (a) with learning experiences designed to develop skill in methods of teaching and evaluating progress of elementary- and secondary-school pupils in the special subject or service area for which said certificate is valid, and (b) shall have completed work in supervised student teaching in the special subject or service area for which said certificate is valid. At least 5 semester hours of college credit in said supervised student teaching shall have been secured by said applicant. This work in student teaching shall have dealt with both elementary- and secondary-school pupils.

**F. Program Standards for Holders of Certificates Endorsed Only for Elementary-Secondary Teaching in a Special Subject or Special Service Area Who Desire to Qualify Either for General Elementary- or Secondary-School Teaching**

1. To Qualify for Endorsement for Elementary-School Teaching

*Program Standard 10.* The holder of a certificate valid for teaching in a special subject or special service area at the elementary- and secondary-school levels shall become eligible for certification as an elementary-school teacher by completing the same subject-matter preparation specified herein as required of the applicant for a certificate valid for teaching in the elementary-school field, and, in addition thereto, by completing 6 semester hours in elementary-school methods outside the special subject or special service area for which said holder's certificate is already valid.

2. To Qualify for Endorsement for Secondary-School Teaching

*Program Standard 11.* The holder of a certificate valid for teaching in a special subject or special service area at the elementary- and secondary-school levels shall become eligible for certification as a secondary-school teacher by completing the same subject-matter preparation specified herein as required of the applicant for a certificate valid for teaching in the secondary-school field, and, in addition thereto, by completing 3 semester hours of secondary-school teaching methods outside the special subject or special service area for which said holder's certificate is already valid.

**G. Program Standards for Certificates Requiring Preparation Beyond Bachelor's Degree**

Iowa colleges and universities offering programs of preparation leading to certificates for which graduate study is specified shall be authorized to recommend applicants for said certificates only when said programs have been filed with and

approved by the State Board of Public Instruction.

**1. Requirements for Teachers Desiring Permanent Professional Certificates**

In the United States there is widespread agreement among leaders in the field of teacher education and professional standards that the curriculum for all teachers—elementary and secondary—should consist of at least five years of collegiate preparation. It should be completed in two parts. The first part should be four years in length. Then, after at least one year of teaching experience, the fifth year or second part resulting in a master's degree should be completed.

The first part gives assurance that the teacher will be a well-educated person, and it includes sufficient professional preparation for service as a beginning teacher. The 30 semester hours required for the permanent professional certificate should be planned and completed with the goal of developing as fully as possible in this teacher of some experience those competencies expected of "career teachers." These credits must lead to a master's degree awarded by an institution which, in addition to being approved for teacher education, is accredited for graduate work.

On and after August 31, 1960, teachers who desire to secure the permanent professional certificate must complete four years of successful teaching experience, and they must complete 30 semester hours of approved graduate study and become the holders of masters' degrees.<sup>1</sup>

**2. Requirements for School Psychologists**

*Program Standard 12.*<sup>2</sup> An applicant for the professional certificate<sup>3</sup> endorsed for service as school psychologist must have had four years of approved college preparation and a bachelor's degree from a recognized institution, two years of successful teaching experience, a master's degree in psychology from a recognized institution, and the completion of an approved program of preparation for service as a school psychologist shall also be required.

**3. Supervisors and Administrators**

On and after August 31, 1960, supervisors and principals must have had four years of successful teaching experience and they must secure masters' degrees in accordance with approved programs of graduate study. Superintendents, as well as having had four years of successful teaching experience, must secure masters' degrees and 30 semester hours beyond them in accordance with approved programs of graduate study.<sup>2</sup>

a. Requirements for Supervisors

Program standards have not been developed in detail beyond those inherent in the requirements already specified in Chapter II of this bulletin, pages 11 to 14. Institutions are invited to submit their proposed programs consistent with these broad dimensions as outlined in Chapter II.

b. Requirements for Principals

Program standards have not been developed in detail beyond those inherent in the requirements already specified in Chapter II of this bulletin, pages 11 to 14. Institutions are invited to submit their proposed programs consistent with these broad dimensions as outlined in Chapter II.

c. Requirements for Superintendents

Program standards have not been developed in detail beyond those inherent in the requirements already specified in Chapter II of this bulletin, pages 11 to 14.

<sup>1</sup> See Chapter II of this bulletin, page 11, for a complete statement of the standard for the permanent professional certificate. It will be noted that, prior to August 31, 1960, the 30 semester hours of approved credit required beyond the baccalaureate degree may be either undergraduate or graduate credit.

<sup>2</sup> Program Standard 12 is an editorial restatement of requirements already outlined in Chapter II, of this bulletin, pages 11 to 14. Institutions offering recognized graduate study are invited to submit their proposed programs consistent with these requirements.

<sup>3</sup> When a person who qualifies for endorsement of a professional certificate for service as a school psychologist has had four years of experience in teaching, the permanent professional certificate is issued.



## Chapter IV

# CONVERSION OF EXISTING CERTIFICATES TO EQUIVALENT NEW CLASSES OF CERTIFICATES<sup>1</sup>

The State Board of Public Instruction has authorized the conversion of all existing certificates to the equivalent new classes of certificates outlined in Chapter II.

The following table summarizes the manner in which these conversions will be made:

<i>Existing Certificates</i>	<i>Equivalent New Certificates</i>	<i>Existing Certificates</i>	<i>Equivalent New Certificates</i>
<ol style="list-style-type: none"> <li>1. Life certificate where holder has 30 semester hours of credit beyond baccalaureate degree</li> <li>2. All other life certificates</li> </ol>	<ol style="list-style-type: none"> <li>1. Permanent professional certificate</li> </ol>	<ol style="list-style-type: none"> <li>4. All term certificates in force and based on less than college degrees               <ol style="list-style-type: none"> <li>a. Names of Certificates Involved                   <ol style="list-style-type: none"> <li>(1) High school normal training certificates</li> <li>(2) Uniform county certificates</li> <li>(3) Standard elementary certificates</li> <li>(4) Special certificates, exclusive of one-year special certificates</li> </ol> </li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>4. Pre-Professional certificate</li> </ol>
<ol style="list-style-type: none"> <li>3. All term certificates in force and based on college degrees<sup>2</sup> <ol style="list-style-type: none"> <li>a. Names of Certificates Involved               <ol style="list-style-type: none"> <li>(1) Superintendents' certificates</li> <li>(2) Principals' certificates</li> <li>(3) Supervisors' certificates</li> <li>(4) Advanced elementary certificates</li> <li>(5) Standard secondary certificates</li> <li>(6) Advanced secondary certificates</li> <li>(7) Special certificates, exclusive of one-year special certificates</li> </ol> </li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>2. No conversion necessary unless lapsed; then eligible for conversion to equivalent new class of certificate on meeting reinstatement requirements</li> <li>3. Professional certificate, or when conditions are met, permanent professional certificate</li> </ol>	<ol style="list-style-type: none"> <li>5. All holders of expired certificates</li> </ol>	<ol style="list-style-type: none"> <li>5. Temporary certificate, also equivalent new class certificate when requirements for renewal or exchange have been met</li> </ol>

<sup>1</sup> (a) Teachers with certificates in force must have met the requirements for the renewal of such certificates in order to be eligible to convert them into equivalent professional or pre-professional certificates.

(b) Applications for conversion are acceptable within twelve (12) months prior to expiration of certificates now in force.

(c) Permanent professional certificates are immediately available to qualified applicants.

<sup>2</sup> Although some certificates named in this category were issued in former years in exchange for old-type certificates based on less than college degrees, the experienced holders of such certificates are always given the same renewal or conversion privileges as younger teachers who secured these certificates on the basis of degrees.



## Chapter V

# REQUIREMENTS FOR RENEWAL OF TEACHERS' CERTIFICATES

### A. Miscellaneous Requirements

#### 1. Application Forms for Renewal

Application forms for renewal of certificates may be secured from the Department of Public Instruction, registrars of Iowa colleges, superintendents and county superintendents.

#### 2. Fees

The fee for the term renewal of a certificate is \$2.00; for a life renewal, \$5.00. Fees should be sent to the Department of Public Instruction made payable to the Superintendent of Public Instruction.

#### 3. When to File Application for Renewal of Certificate

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

#### 4. Where Credits for Renewal Must be Taken

Credits earned for the renewal of certificates must be completed in an institution approved by the State Board of Public Instruction. Teachers with 60 or more semester hours of credit on the date of registration for courses to be used for certificate renewal must earn the credits in an approved *senior* college.

#### 5. Recency of Credits for Renewal

If a certificate is renewed at date of expiration, the credits presented for the 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.

#### 6. Records of Experience

Statements from school officials under whom an applicant has taught are required for renewal of certificates. Appropriate forms for this purpose are provided by the State Board of Public Instruction.

Applicants who have not completed the minimum experience requirements to combine with college credits for the renewal of a certificate and who present additional college credits in lieu of such experience must also file statements from school administrators for such experience as they may have had during the term of the certificate being offered for renewal.

#### 7. Evidence of Continued Fitness for Teaching

Such evidence as the State Board of Public Instruction may require showing continued physical and mental health, and moral fitness sufficient for work in the schools must be presented.

#### 8. Professional Spirit—Evidence Required

A person renewing a certificate is required to present such evidence as the State Board of Public Instruction may require showing professional spirit.

The State Board has defined the evidences of professional spirit as follows:

- a. Completion of additional college credits as specified since the date of issuance of certificate being offered for renewal
- b. Adherence to the Code of Ethics for Teachers as adopted by the National Education Association and the Iowa State Education Association
- c. Attendance at and cooperative participation in institutes and teachers' meetings called by school officials

d. Assumption of responsibility for keeping one's own teacher's certificate in force and registered as required by law as long as employed in school work

e. Refusal to accept a position for which one is not qualified

f. Refusal to aid and abet in any manner the continuance in service of any teacher known to be ineligible for a teacher's certificate

#### 9. Renewal Requirements Subject to Change

Renewal requirements are subject to change. The holder of a certificate is responsible for keeping himself 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.

All changes in requirements are distributed among city and county superintendents, and college and university departments of education in Iowa. They are also available to any person or institution upon request.

### B. Term Renewal Requirements<sup>1</sup>

#### 1. Certificates Issued on College Degrees, or in Exchange for Old-Type Certificates Which Were Based on College Degrees

##### a. Names of Certificates Involved<sup>2</sup>

- (1) Professional certificates
- (2) Superintendents' certificates
- (3) Principals' certificates
- (4) Supervisors' certificates
- (5) Advanced elementary certificates
- (6) Standard secondary certificates
- (7) Advanced secondary certificates
- (8) Special certificates, exclusive of one-year certificates

When renewal requirements for these certificates are met, they will be converted to professional certificates

##### b. General Requirements

Every person renewing a certificate based on a college 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.

##### c. Renewal Requirements—Additional Preparation and Experience

Successful experience in teaching during the term of the certificate as judged by analysis of evidence filed concerning all such experience, but totaling at least 8 months; and, in addition thereto, 6 semester hours of credit earned since the date of issuance of the certificate

In lieu of the above experience and credit: 8 semester hours of additional college credit

#### 2. Certificates Issued on Less Than College Degrees, or in Exchange for Old-Type Certificates Which Were Based on Less Than College Degrees

<sup>1</sup> Term renewal requirements are suspended for people sixty years of age or older who hold pre-professional certificates or higher and have had five years (40 months) of successful teaching experience during the term of their certificates being offered for renewal.

<sup>2</sup> Certificates in this list issued in exchange for old-type certificates based on less than college degrees are subject to renewal under the same conditions as certificates based on college degrees.



#### a. Names of Certificates Involved

- (1) Pre-professional certificates
- (2) High school normal training certificates
- (3) Uniform county certificates
- (4) Standard elementary certificates
- (5) Special certificates, exclusive of one-year special certificates
- (6) Limited elementary certificates<sup>1</sup>

When renewal requirements for these certificates are met, they will be converted to pre-professional certificates

#### b. General Requirements

Every person renewing a certificate based on less than a college degree must present a statement signed by the registrar of the single, approved institution where the credits for renewal are on record showing the following facts:

- (1) That 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
- (2) That the credits being offered in support of the application for renewal count toward the completion of the requirements for the professional certificate

#### c. Renewal Requirements—Additional Preparation and Experience

Successful experience in teaching during the term of the certificate as judged by an analysis of evidence filed concerning all such experience, but totaling at least 8 months; and, in addition thereto, 6 semester hours of credit earned since the date of issuance of the certificate

In lieu of the above experience and credit: 8 semester hours of additional college credit

### C. Life Renewal Requirements

Certificates that have expired cannot be renewed for life. Any five-year certificate, in force as of December 31, 1953, may be renewed for life on date of expiration by meeting the following requirements:

#### 1. Standard Elementary Certificates and Five-Year Special Certificates Issued on Less Than College Degrees

##### a. Experience

Five years' successful teaching experience, two of which must have occurred during the term of the certificate offered for life renewal

##### b. Professional Training, Growth, Spirit

Evidence of having completed a two-year college curriculum (or a minimum of 60 semester or 90 quarter hours of college credit) recognized by the State Board of Public Instruction, and, in addition thereto, at least 9 semester or 13 quarter hours of college credit earned during the term of

<sup>1</sup> These limited elementary certificates were renewable once only for one three-year term. However, upon completion of 12 additional semester hours of credit at a single institution under the conditions outlined under "b" below, they may be converted to pre-professional certificates.

the certificate to be renewed for life

#### 2. All Other Five-Year Certificates

Five years' successful teaching experience, two of which must have occurred during the term of the certificate offered for life renewal

#### 3. Lapsing of Certificates Renewed for Life

##### a. Lapsing Due to Non-Use

A certificate renewed for life remains 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.)

##### b. Reinstatement of Lapsed Life Certificate for Term

A life certificate which has lapsed may be reinstated upon filing 8 semester hours of college credit earned in an approved institution within the five-year period immediately preceding the date of application for reinstatement.

A lapsed life certificate is reinstated, not as another life certificate, but as an equivalent *term* certificate as outlined in Chapter IV.

### D. Requirements for Renewal of Substitute Teacher's Certificate

#### 1. Proper Use

Evidence showing that substitute teacher's certificate was used only to take the place of a regularly employed, certificated teacher who actually began the school year.

#### 2. Successful Teaching

Evidence showing that any teaching experience had during the term of the certificate was successful, or recommendation by a superintendent or county superintendent as to continued fitness for teaching.

#### 3. Limit of 90 Days of Teaching Per Year

Evidence that not more than 90 days of full-time teaching was done by the applicant during any one school year while the certificate was in force, unless such teaching was covered by a valid certificate or was authorized in writing by an appropriate consultant in the Department of Public Instruction.

#### 4. No Additional College Credit Required

### E. Requirements for Renewal of Temporary Certificate

Except when so stipulated by the conditions under which it is issued, the temporary certificate is not renewable.

This certificate is usually issued only to people who will become holders of a regular term certificate by completing either 6 or 8 additional semester hours of appropriate college credit.



## PART TWO

# Requirements For Approval

### Chapter VI

## GENERAL INFORMATION RELATING TO THE APPROVAL OF CERTIFICATED PERSONNEL

### A. Introductory Statement

#### 1. Types of Schools to Which Standards for Approval of Personnel Apply

The approval standards stated herein apply to the elementary and secondary schools (including junior colleges) operated by school districts which maintain high schools.

#### 2. Only Minimum Standards Outlined Herein

The Department of Public Instruction recognizes that the requirements outlined herein are minimum standards only. They are not to be accepted as standards for schools which are attempting to give maximum service. In every instance the required preparation should be exceeded by the good teacher. School boards and superintendents need to recognize that standards for teaching are rising the country over, and that Iowa standards are relatively low as compared with other states. Iowa teachers, therefore, may expect that requirements will be raised and should govern themselves accordingly. See E. below for added information.

#### 3. Special Information for School Officials

##### a. To School Boards

Section 279.14, Code of Iowa, 1954, designates the superintendent as the executive officer of the board. Before filling any vacancy at any time, consult your superintendent. *Under no circumstances should a contract be signed unless you are sure the teacher is properly qualified.* If you are not sure the teacher under consideration meets the minimum requirements for the position, call or write the Department of Public Instruction, Des Moines 19, Iowa.

##### b. To Superintendents

Be sure to consult this circular before filling any vacancies in your teaching staff. In filling vacancies, call the attention of your school board to the paragraph above so that such vacancies will not be filled with unqualified teachers.

In making assignments of secondary-school teachers it is expected that superintendents will recognize the preparation of the teacher, and require at least 30 semester hours of preparation in any field which constitutes the teacher's major assignment.

Superintendents are expected to maintain an up-to-date file of records of college credits showing the preparation of each teacher.

Be sure to maintain a record of *certificates* held by all teachers on your staff. Keep also a record of the areas in which each secondary-school teacher or special teacher is *approved*. It is suggested that each teacher's certificate be kept on file for public inspection throughout his period of service in your school system. The same practice is suggested for teachers who have *approval statements*.

### B. Certificates Which Are Appropriate for Various Types of Positions

A certificate appropriate for each type of position is required. The following statements are important in this connection:

- (1) Certificates authorizing service or teaching at the elementary- and secondary-school levels in specific areas or subjects are not valid for teaching academic subjects not covered by such endorsements.
- (2) Certificates for elementary-school teaching are not valid for service above the eighth grade unless so designated by

the certificates or the endorsements on them.

- (3) No certificates valid for secondary-school teaching may be used below the seventh grade unless specific endorsements to that effect appear on them.

### C. Recognition of Previous Approval

Any teacher who has been regularly approved in the past for teaching a subject or grade in an approved Iowa school may continue to teach that subject or grade in the same type of Iowa school even though he does not meet the present standards (Section 294.2, Code 1954), provided that he holds a certificate which is in force and valid for such position.

### D. Preparation in Accredited Institution Required

In every instance where "preparation or training" of the teacher is mentioned, such preparation or training must be secured in, or validated or evaluated by, a regularly-accredited, teacher-education institution. Such Iowa institutions are listed in the Iowa Educational Directory, published annually by the Department of Public Instruction. Accredited out-of-state schools are those accredited by the North Central Association of Colleges and Secondary Schools or comparable regional accrediting associations, and the National Council for Accreditation of Teacher Education. All references to "hours of preparation" are expressed in semester hours only.

### E. Adherence to Minimum College Standards Required

Each Iowa teacher-preparing institution, approved by the State Board of Public Instruction shall have outlined the courses or levels of adequacy which its students must attain in order to be recommended for approval to teach in the various subject-matter areas. After the State Board of Public Instruction has officially accepted said outline from an institution, 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. When a teacher's record of credits from a college outside Iowa is filed for evaluation to determine said teacher's areas 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 officially accepted by the State Board of Public Instruction.

### F. Official Approval Statement Available to Each Teacher

It is the practice of the Department of Public Instruction to issue an official statement to each secondary-school teacher indicating the subjects which that teacher is approved to teach under these standards. Thus, employing officials will know in advance of hiring a teacher whether or not said teacher's qualifications fit the position to be filled. On request, this information will be supplied to any superintendent or school board direct from the Department of Public Instruction.

### G. Temporary Approval

The Superintendent of Public Instruction shall, at his discretion, extend temporary approval in emergency situations to certificated teachers who are making annual progress to his satisfaction toward meeting the regular approval standards outlined herein.



## Chapter VII

## REQUIREMENTS FOR EACH TYPE OF POSITION

## A. Administration

1. Superintendent and Assistant Superintendent<sup>1</sup>

- a. Certificate
  - (1) Superintendent's certificate, or professional or permanent professional certificate endorsed for service as superintendent
  - (2) Life validated old-type state certificate accepted for those previously approved as superintendent on such certificate
- b. Preparation
 

As prescribed for one of the above certificates
- c. Experience
 

As required to qualify for the certificate
- d. Approval for Teaching
 

Superintendents are eligible to teach at either the secondary or elementary level, or both. However, they are limited in their teaching schedule the same as are other teachers; i.e., they must meet the preparation standards or previous experience required of classroom teachers. Superintendents teaching special subjects may teach at either the secondary or the elementary level or both, but must meet the training requirements prescribed for the teachers at each level at which teaching is done.

Any new combination of superintendent and vocational agriculture will not be approved.

Any combination of duties or an overload of teaching and study hall assignments which consumes more than one-half of the superintendent's time is viewed with disfavor. Ample time in the day's routine must be allotted for administrative procedures and direct supervision of the school's personnel.

2. Secondary-School Principal and Assistant Principal<sup>2</sup>

- a. Certificate
  - (1) Secondary principal's certificate, or professional or permanent professional certificate endorsed for service as secondary-school principal
  - (2) Life validated old-type state certificate accepted for those previously approved
- b. Preparation
 

As prescribed for above certificates
- c. Experience
 

As required to qualify for the certificate
- d. Approval for Teaching
 

Secondary-school principals are limited in their teaching schedule the same as are teachers; i.e., they must meet the preparation standards or previous experience required of classroom teachers at the secondary level.

NOTE: The standard and advanced secondary certificates are not valid for any principalship. Only teachers holding secondary-school principal's certificates or professional certificates endorsed for service as secondary-school principal may be designated as principal in any listings of the school's personnel. No teacher shall be assigned or designated as acting principal unless he holds a valid certificate for the principal's position.

## 3. Elementary-School Principal and Assistant Principal

- a. Certificate
  - (1) Elementary principal's certificate, or professional or permanent professional certificate endorsed for service as elementary principal

<sup>1</sup> The superintendent of a public school system which maintains a junior college must hold a master's degree and must have preparation in educational administration, and supervision or curriculum.

<sup>2</sup> A secondary-school principal or teacher who serves as a dean or junior college administrator must hold a master's degree and must have preparation in educational administration, and supervision or curriculum.

- (2) Life validated old-type state certificate accepted for those previously approved as elementary-school principal
- b. Preparation
 

As prescribed for above certificates
- c. Experience
 

As required to qualify for the certificate
- d. Approval for Teaching
 

Any grade or subject at the elementary level, or, when so designated on the certificate, subjects in the ninth grade

NOTE: The standard and advanced elementary certificates are not valid for any principalship. No teacher shall be assigned or designated as acting principal unless he holds a valid certificate for the principal's position.

## B. Supervision

## 1. Definition of a Supervisor

A supervisor is defined as one who spends time supervising the teaching of some particular subject or subjects, or a combination of such supervision and the preparation of outlines, directions, or performs services for those working under his supervision. The work of a supervisor may be done on the high-school level or on the elementary level or on any combination of elementary and secondary supervision.

## 2. Secondary-School Supervisor (Not in Special Subjects)

- a. Certificate
  - (1) Superintendent's or secondary principal's certificate; or professional or permanent professional certificate endorsed for service as superintendent or secondary principal
  - (2) Certificate for supervision of the subject involved
  - (3) Life validated old-type state certificate accepted on which the supervisor may have been previously approved in this position
- b. Preparation
 

As prescribed for above certificates
- c. Experience
 

As required to qualify for the certificate
- d. Approval for Teaching
 

Any secondary subject in which the supervisor meets approval standards for teachers on preparation as prescribed in this bulletin

## 3. Elementary-School Supervisor (Not in Special Subjects)

- a. Certificate
  - (1) Superintendent's certificate, or professional or permanent professional certificate endorsed for service as superintendent
  - (2) Elementary supervisor's certificate or professional or permanent professional certificate endorsed for elementary-school supervision
  - (3) Life validated old-type state certificate accepted for persons previously approved as elementary supervisor on this certificate
- b. Preparation
 

As prescribed for above certificates
- c. Experience
 

As required to qualify for the certificate
- d. Approval for Teaching
 

Any grade or elementary subject, and, if so designated on the certificate, subjects in the ninth grade in which approval standards have been met



#### 4. Elementary-Secondary Supervisor (Special Subjects or Special Services)

- a. Certificate
  - (1) Supervisor's certificate, or professional or permanent professional certificate endorsed for supervision of the special subject or special service concerned
  - (2) Life validated old-type state certificate on which the teacher has been previously approved as a supervisor in the special subject or special service area concerned
- b. Preparation  
As prescribed for above certificates
- c. Experience  
As required to qualify for the certificate
- d. Approval for Teaching  
The special subject concerned at any level

### C. Teachers in the Secondary Schools Including Grades Thirteen and Fourteen (Junior College)

#### 1. Grades Seven Through Twelve

The specific requirements outlined herein give the approval standards for teachers of various subjects in grades nine through twelve. To be approved for teaching any subject in these grades the teacher must hold a certificate<sup>1</sup> valid for these grades and have the minimum number of college credits specified for each subject. Specific credits in seventh- and eighth-grade subjects taught are not required, except in special subjects and special service areas as outlined in Section D. of this chapter.

- a. Agriculture
  - (1) General Agriculture  
Ten semester hours in agriculture
  - (2) Vocational Agriculture  
Completion of a four-year curriculum in an institution approved by the State Board of Public Instruction and the United States Office of Education of the Department of Health, Education, and Welfare
- b. Art (See Section D., page 27.)
- c. Business Education  
Business education in high school typically includes the subjects of bookkeeping, shorthand, typewriting, business arithmetic, business law, consumer education, general business training, office and secretarial practice, and retailing. Each teacher seeking approval in any subject in the field of business education must have completed a total of 15 semester hours in this field and also meet the specific requirement for each subject stated below.  
For approval in bookkeeping the teacher must have had a college course in the subject.  
For approval in shorthand and typewriting, some specific "advanced preparation" for credit is required in each subject to be taught.  
("Advanced preparation" means preparation for credit beyond that from which a college excuses the student on the basis of high school training. Qualification by examination for teaching the business subjects is no longer available. Teachers approved on the basis of examination now may be continued on such approval as they now enjoy.)  
For approval in business arithmetic, the teacher must be approved in bookkeeping or mathematics.  
For approval in business law, the teacher must have had a college course in the subject.  
For approval in office practice, the teacher must be approved either in typewriting or bookkeeping.  
For approval in secretarial practice, the teacher must be

<sup>1</sup>In addition to certificates of current issue which state specifically the grades for which they are valid, life validated old-type state certificates on which the teacher has been previously approved continue to be honored.

approved in shorthand and typewriting.

A teacher who has completed 15 semester hours in any combination of business education courses may be approved for teaching the school subject commonly called "general business training."

For approval in additional business subjects such as consumer education, salesmanship, or retailing, some college preparation in each area is expected.

- d. Distributive Education (Vocational)  
Supervisors, coordinators, and teachers of distributive education shall have completed a curriculum in business education in an institution approved by the State Board of Public Instruction and the United States Office of Education of the Department of Health, Education, and Welfare, and shall have had work experience in the field of business education as set forth in the Iowa State Plan for Vocational Education.
- e. Driver Education and Safety  
Ten semester hours in the field of safety education, including 2 semester hours in actual behind-the-wheel driving
- f. English, Speech and Journalism

#### (1) English

##### (a) Effective until August 31, 1958

Fifteen semester hours in the field, with specific preparation in each subject taught, except that, provided a teacher has a broad and diversified preparation in the field of at least 24 semester hours, he may be approved for teaching all English

##### (b) Effective on and After August 31, 1958

Fifteen semester hours shall be required in the English field, with specific preparation required in each English subject taught, except that, provided a teacher has had a broad and diversified preparation in the English field of at least 30 semester hours, he shall be approved for teaching all typical high-school subjects in English and also such additional specialized English courses to which said teacher might be assigned.

NOTE: Typical subjects in English designated on approval statements are: (1) ninth and tenth grade English, (2) American literature, (3) English literature. English literature and American literature are included only when the teacher has had specific credits in each of these areas in addition to any emphasis on them included in freshman English or communications courses.

#### (2) Speech

Ten semester hours in speech; or 6 semester hours in speech when the teacher also has 15 semester hours of preparation in English

#### (3) Journalism

Ten semester hours in journalism; or 6 semester hours in journalism when the teacher also has 15 semester hours of preparation in English

NOTE: A teacher approved in English is permitted to teach units dealing with speech and journalism in regular English classes to which this teacher is assigned. Anyone who teaches a separate course in speech or journalism must meet the standards as outlined under f. (2) or (3), respectively, above.

#### g. Homemaking

##### (1) General Homemaking

Twenty semester hours in homemaking

##### (2) Vocational Homemaking

Completion of a four-year curriculum in home economics education in an institution which has been approved by the State Board of Public Instruction and the United States Office of Education of the De-



partment of Health, Education, and Welfare for the training of teachers in reimbursed programs in home economics

**h. Industrial Arts**

Fifteen semester hours in industrial arts, provided the preparation is general

NOTE: Fifteen semester hours in mechanical drawing only would not suffice for the approval of a teacher of industrial arts. It would qualify him for teaching mechanical drawing at the secondary-school level.  
A certificate valid for teaching industrial arts in elementary-secondary grades is now available in recognition of broad preparation in the field. Such a certificate, or two certificates (one elementary, one secondary), must be held by teachers whose program includes both elementary and secondary pupils.

**i. Languages (Exclusive of English)**

Fifteen semester hours in the language taught. Three semester hours of credit given for two years of high school training in the language taught

**j. Mathematics**

Fifteen semester hours in the field. One semester hour of credit given for advanced algebra, trigonometry, or solid geometry pursued in high school with a maximum of 3 semester hours

**k. Music (See Section D., page 27.)**

**l. Physical Education (See Section D., page 27.)**

**m. Science**

**(1) Effective Until August 31, 1958**

Fifteen semester hours in science with some preparation in the subject taught. Teachers will be approved for teaching all sciences if they have 24 semester hours of preparation in the area, including work in physical and biological science.

**(2) Effective on and After August 31, 1958**

Fifteen semester hours shall be required in the science field and 6 semester hours shall be required in each science subject taught, except that, provided a teacher has had 30 semester hours of preparation in science including credits in chemistry, physics and biological science, he shall be approved to teach all typical high-school subjects in science.

NOTE: Teachers will be approved for teaching biology if, in lieu of hours in biology, they present hours in zoology and botany.  
Teachers will be approved to teach general science if they present hours in a physical and biological science background. In any case the total semester hours of science must be 15 or more.

**n. Social Studies**

**(1) Effective Until August 31, 1958**

Fifteen semester hours in the field and some preparation in the subject taught, except that, provided a teacher has a broad and diversified preparation in the field of social studies (a total of at least 24 semester hours including some hours in history and American government and at least one other subject of the social studies area), he may be approved for all subjects in history and social studies

**(2) Effective on and After August 31, 1958**

Fifteen semester hours shall be required in the social science field and 6 semester hours of preparation shall be required in each subject in the social-studies area taught, except that, provided a teacher has had 30 semester hours of preparation in social science including credits in American history, history other than American, government including American, economics, and sociology, he shall be approved to teach all typi-

cal high-school courses offered in history and social studies. Credits in American history and in history other than American shall be included in the minimum of 6 semester hours required of a teacher for approval to teach world history.

For approval to teach the combination-type course commonly taught in many high schools under titles such as modern problems or problems of American democracy, the teacher shall have completed some college credit classifiable as American history, American government, economics and sociology.

**o. Trade and Industrial Classes**

Instructional staff members in the field of trade and industrial education must meet the requirements as outlined in the Iowa State Plan for Vocational Education. When specific professional training is required, this training must be taken in an institution approved by the State Board of Public Instruction and the United States Office of Education of the Department of Health, Education, and Welfare.

**2. Grades Thirteen and Fourteen (Junior College)**

Junior college instructors must hold certificates which are valid for teaching in grades thirteen and fourteen.

Junior college instructors, those in service as well as additions to the staff, are encouraged to have preparation in junior college philosophy and teaching methods, and in counseling and guidance at the college level.

**a. Academic Fields Except Those Listed Under b. and c. Following**

Master's degree from a recognized graduate school and 10 semester hours of graduate credit in each of the fields in which instruction is given

**b. Special Fields**

**(1) Art**

Master's degree in art from a recognized graduate school; or, in lieu thereof, a certificate valid for teaching art in the elementary-secondary grades

**(2) Music**

Master's degree in music from a recognized graduate school; or, in lieu thereof, a certificate valid for teaching music in elementary-secondary grades

**(3) Physical Education**

Master's degree in physical education from a recognized graduate school; or, in lieu thereof, a certificate valid for teaching physical education in elementary-secondary grades

**(4) Librarian**

A person serving as librarian for half time or less shall have completed 20 semester hours of preparation in library science; or, in lieu thereof, said person shall hold a certificate endorsed for service as a school librarian; a person serving as librarian for more than half time shall have completed a master's degree in library science, and said person shall hold a certificate endorsed for service as a school librarian.

**c. Other Fields**

**(1) Accounting**

Master's degree from a recognized graduate school with 15 semester hours of graduate or undergraduate credit in accounting

**(2) Engineering Drawing**

Bachelor's degree with 8 semester hours as is required in a basic curriculum in mechanical engineering

**(3) Shorthand and Typewriting**

Master's degree from a recognized graduate school with either a graduate or an undergraduate major in the field of commerce, and with not less than 5 semester hours of graduate or undergraduate credit in each of these subjects



- (4) Speech  
Master's degree from a recognized graduate school with 10 semester hours of graduate or undergraduate credit in courses in speech, one-half of which must be speech, as distinguished from dramatic art
- (5) Teacher Education  
Master's degree from a recognized graduate school with 10 semester hours of graduate credit in elementary education
- (6) Terminal or Nontransfer Courses<sup>1</sup>  
Appropriate preparation for each course taught as determined by the official in the Department of Public Instruction who supervises junior colleges

## D. Teachers of Special Subjects or in Special Service Areas

### 1. Teachers of Special Subjects (Art, Industrial Arts, Music and Physical Education)

Schools which have a regularly approved special program operating under a fully qualified teacher holding a certificate valid for teaching the special subject in elementary-secondary grades may assign minor activities in the special field to other teachers who, on the basis of preparation and proficiency in the field, may be approved by the regional consultant provided these teachers are certificated for the level on which they teach.

The Department of Public Instruction makes no distinction for approval purposes between physical education and athletics; between curricular and extra-curricular activities; or between credit and non-credit courses. If the teacher directs pupils in any part of the school program, it is assumed that he is paid for such service and he must meet approval standards.

#### a. High School Only

##### (1) Effective Until August 31, 1958

Certificate valid for teaching in high school with 10 semester hours in the special subject concerned, except that if the assignment to the special subject occupies the major part of the teacher's school day, a proportionate amount of preparation in excess of 10 semester hours shall be expected, up to and including 20 semester hours for a full-time assignment; or, in lieu thereof, a certificate valid for teaching the special subject concerned in elementary-secondary grades.

##### (2) Effective on and After August 31, 1958

The teacher of a special subject in high school only or in junior high school only shall hold a certificate valid for teaching at the grade levels involved, shall have completed 15 semester hours in the special subject concerned, except that, if the assignment to the special subject occupies more than half of said teacher's school day, said teacher shall have completed 30 semester hours of preparation in said special subject, except that, in lieu thereof, said teacher shall be approved for teaching the special subject part or full time provided he holds a certificate endorsed for teaching said special subject in the elementary-secondary grades.

NOTE: Teachers, even though they have the credits in the special subject concerned as outlined above, cannot teach a special subject below the seventh grade unless they hold a certificate which authorizes them to do so.

#### b. Elementary Grades Only

##### (1) Effective Until August 31, 1958

<sup>1</sup> Where teachers approved for giving instruction in nontransfer courses are not certificated for teaching in junior college (grades thirteen and fourteen), a regulation exists whereby, with the concurrence of the Division of Vocational Education of the Department of Public Instruction, an appropriate certificate can be issued. For information, write to the Division of Teacher Education and Certification, Department of Public Instruction.

Certificate valid for teaching in the elementary grades accepted for teaching the special subject concerned in the grade or grades for which teacher is directly responsible for the total teaching program, and, if assigned to teach a special subject to grades or pupils outside the grades for which the teacher is completely responsible, 10 semester hours in the special subject, with proportionate added preparation if the teacher's assignment to the special subject occupies the major part of the teacher's school day, up to and including 20 semester hours for a full-time assignment; or, in lieu thereof, a certificate valid for teaching the special subject concerned in elementary-secondary grades.

##### (2) Effective on and After August 31, 1958

The teacher of a special subject in the elementary-school grades only shall hold a certificate valid for teaching in the elementary-school grades, and shall, if he teaches a special subject outside the grade or grades for which he is directly responsible for the teaching of other subjects, have completed 15 semester hours in the special subject concerned, except that, if the assignment to the special teacher occupies more than half of said teacher's school day, said teacher shall have completed 30 semester hours of preparation in said special subject, except that, in lieu thereof, said teacher shall be approved for teaching the special subject part or full time provided he holds a certificate endorsed for teaching said special subject in the elementary-secondary grades.

#### c. Both High School and Elementary Grades

Certificate or certificates valid for general teaching at both the elementary and secondary levels with the number of credits in the special subject concerned as outlined in 1. a. and b. above; or, in lieu thereof, a certificate valid for teaching the special subject concerned in elementary-secondary grades

NOTE: Neither a certificate valid for secondary nor elementary teaching *alone* is valid in this situation, regardless of the amount of preparation.

### 2. Teachers Who Work in Special Service Areas

See Chapter II, page 11 for the special service areas in which certification is available.

With the exception of librarians and public school health nurses, these special service areas are concerned with the education of exceptional children (special education). See Sections F. and H. for further comment about librarians and nurses.

Any person who works in the schools in the field of special education must hold appropriate special service certification in order for the program to be approved for reimbursement by the Department of Public Instruction.

## E. Teachers in Elementary School

### 1. Certificate

Teachers in the elementary school must be certificated for elementary-school teaching.

Life validated old-type state certificates on which the teacher has been previously approved for elementary-school teaching are accepted.

First grade uniform county and high school normal training certificates are accepted.

In all other cases, when a certificate is valid for elementary-school teaching, it is so stated on the certificate.

### 2. Preparation

#### a. Effective Until August 31, 1958

As prescribed for the certificate, except that any one of the



certificates must be accompanied by at least 30 semester hours of college preparation including 8 semester hours in education, 3 semester hours of which shall be in elementary methods

b. Effective on and After August 31, 1958 Until August 31, 1960

As prescribed for the certificate, except that any one of the certificates must be accompanied by at least 120 semester hours of preparation including 20 semester hours in education, 6 semester hours of which shall be in methods of teaching and evaluating pupil progress in the area of instruction included in the elementary-school curriculum shall be required of a teacher for approval; and 60 semester hours of college preparation including 8 semester hours in education, 3 of which shall be in elementary methods shall be required for temporary approval of a teacher provided that said temporary approval shall be continued for successive one-year terms upon the completion by said teacher of additional preparation yearly equivalent to 6 semester hours until a bachelor's degree has been secured.

c. Effective on and After August 31, 1960

As prescribed for the certificate, except that any one of the certificates must be accompanied by at least 120 semester hours of college preparation and a bachelor's degree including 20 semester hours in education, 6 semester hours of which shall be in methods of teaching and evaluating pupil progress in the area of instruction included in the elementary-school curriculum shall be required for approval of a teacher.

3. Experience

None

4. Approval for Teaching

Any or all of the elementary subjects in kindergarten, and grades one through eight, and subjects in grade nine when the certificate is so endorsed, except the special subjects outside of grades for which the teacher may be completely responsible. (See Teachers of Special Subjects—Elementary Grades Only, page 27.)

NOTE: Teachers holding certificates valid for high-school teaching only are not eligible to teach any subject in grades below the seventh.

No cadet teacher or practice teacher of a teacher-training institution shall serve as a substitute teacher unless he holds a valid certificate.

## F. Librarians

1. Effective Until August 31, 1958

A librarian who does no teaching is not required to hold a certificate. However, a librarian who also supervises a study hall is regarded by the Department of Public Instruction as a teacher. In that event, the teacher must hold a certificate valid for general teaching at the grade level or levels of the pupils who are supervised.

It is *recommended* that every non-teaching librarian be the holder of special service certification as a librarian.

2. Effective on and After August 31, 1958

A person approved for service as a teacher-librarian for half-time service or less shall hold a certificate valid for either or both elementary- and secondary-school teaching, and also shall have completed 9 semester hours in library science, 3 semester hours in children's literature and 3 semester hours in methods and materials of audio-visual instruction.

A person approved for service as a school librarian devoting more than half time to such service shall hold a certificate endorsed for service as a school librarian in the elementary- and secondary-school grades.

## G. Guidance

A person approved for service as a teacher-counselor who devotes half time or less to counselor activities shall hold a certificate valid for teaching at the school level in which counseling is done and said person shall have completed 15 semester hours in counseling and guidance distributed so as to include preparation in each of the following areas: principles and practices in guidance, analysis of the individual, organization and administration of guidance services, educational and occupational information, and techniques of counseling.

A person approved for devoting more than half time to counselor activities, shall have had two years of successful teaching experience and have completed an additional 15 semester hours as follows: 9 semester hours selected from areas such as problems of pupil adjustment, individual differences, individual mental testing, educational research, curriculum, statistics in education or psychology exclusive of elementary preparation in tests and measurements, and 6 semester hours in economics and sociology.

It is recommended that a person assigned as a counselor shall have had work experience as follows: an aggregate total of twelve months of paid work experience after high school other than teaching, military experience to be accepted.

## H. Public School Health Nurses

Nurses who teach hygiene and allied subjects must be certified for public school nursing or for the grade level or levels in which such subjects are taught. It is *recommended* that public school health nurses—whether they teach hygiene and allied subjects or not—shall have had one year on staff where qualified public health nursing supervision was given.

Nurses who do no teaching are not required to hold a teacher's certificate, but they must all be registered by the Iowa Board of Nurse Examiners.

## I. Other Services

Standards for many other services involving the characteristics expected of the teacher and offered by schools are not yet developed. However, every person having any planning or teaching function to perform in connection with these services is expected to hold a certificate valid for the level at which the service is rendered.



RECIPROcity AGREEMENT OF CENTRAL STATES CONFERENCE OF STATE DEPARTMENTS OF EDUCATION

The State of .....hereby agrees, beginning July 1, 1957, to continue until further notice, to issue certificates to applicants from all states which are signatory to this agreement on the following bases.

- 1. The processes involved in the issuance of certificates under reciprocity will be administered by the certification officials of the respective State Departments of Education.
2. Each teacher receiving a reciprocity certificate will have completed at least a four-year program of teacher education in a college or university recognized, approved, or accredited by the State Department of Education in the state in which the institution is located and by the National Council for Accreditation of Teacher Education at the time of completion of the program.
3. Each applicant shall have completed at least one year of successful teaching or 8 semester hours' credit during the five-year period immediately preceding the date of application to be eligible for a reciprocity certificate.
4. Each applicant shall have completed a course in American history or government or some other course of equivalent content.
5. The reciprocity certificate issued shall be valid only for the area or areas of instruction, and at the level or levels of instruction, for which certification was granted by the state from which transfer is to be made. Minimum field and subject requirements shall be as follows:
a. Twenty-four semester hours in the field, with 6 semester hours or its equivalent in the particular subject taught:
social science industrial arts
English home economics
science health
business physical education
b. Twenty-four semester hours in the field--no specific requirements in the subject:
all fine arts other than music
c. Twenty-four semester hours in the field--15 semester hours in the specific subject:
all foreign languages
d. Eighteen semester hours in the field--no requirement in the specific subject:
all mathematics
e. Forty-five semester hours in the field--no requirement in the specific subject:
all music
6. Each applicant shall have the favorable recommendation of the certification officer of the state from which transfer is made to be eligible for a reciprocity certificate.
7. Each teacher, in order to obtain a reciprocity certificate, shall
a. have met the requirements for certification in the state in which the program of teacher education is completed; or
b. have taught successfully at least one year in the state from which transfer is being made after completing a four-year program of teacher education in any college approved under this agreement.
8. Certificates suspended or revoked in one state may, within the limits of legal authority, be suspended or revoked in all other states which are signatory to this agreement.
9. Each applicant for a reciprocity certificate shall comply with all requirements of the receiving state regarding filing of application, fees, age, citizenship, health and other similar requirements.
10. The reciprocity certificate shall be of a kind and for a term comparable to that granted regularly by the receiving state for the completion of a four-year program of professional preparation to teach classes other than subjects commonly classified as vocational. Emergency, temporary or other types of substandard certificates shall not be issued under the provisions of this agreement. This agreement does not include administrative positions (supervisors, principals or superintendents).
11. When participating states have statutory or regulatory requirements which cannot be waived, it is understood that such requirements shall not invalidate the other parts of this agreement, provided they do not exceed 6 semester hours of college credit.

NOTE: It is desirable in such cases to issue a temporary certificate, valid for one year, so that reasonable time will be allowed for the applicant to meet these requirements.

- 12. Whenever authorized officials from two or more states sign this agreement it shall become effective immediately in such states.

Date ....., 19.....

(signature, chairman, controlling board)
(address)
and/or
(signature, chief state school officer)
(address)

1 See page 7 for information regarding the temporary certificate which is available to otherwise qualified applicants who do not have credits in American history or government.



## INDEX

## A

- Academic Field, Area of Concentration in an, 17
- Academic or Subject-Matter Background for the Type of Position to Be Filled, 17-18
- Acceptance of Teaching Experience in Lieu of Student Teaching
  - Amount of Experience, 10
  - Conditions to Be Met, 10
- Accounting, 26
- Accreditation of Teacher Education, National Council for, 7, 8, 15, 16
- Accredited Institution
  - Definition of, 8
  - Preparation Required in, 7, 8, 15, 23
- Adding Endorsements, 6, 8, 19
- Address to Use, 6
- Administration
  - Approval for
    - Elementary-School Principal and Assistant Principal, 24
    - Junior-College Dean (footnote), 24
    - Secondary-School Principal and Assistant Principal, 24
    - Superintendent and Assistant Superintendent, 24
  - Certification for
    - Elementary-School Principal, 12, 19
    - Secondary-School Principal, 12, 19
    - Superintendent, 12, 19
- Advanced Elementary Certificate, Conversion of, 20, 21
- Advanced Secondary Certificate, Conversion of, 20, 21
- Advisory Committee on Teacher Education and Certification, 15
- Age, Minimum, 7
- Agriculture, Approval Requirements for
  - General, 25
  - Vocational, 25
- Algebra (See Mathematics)
- American Government, Approval Requirements for, 26
- American Government or History (Required for All Certificates), 7
- American History, Approval Requirements for, 26
- American History or Government (Required for All Certificates), 7
- Applicants
  - Prepared in Colleges Outside Iowa, 6, 8, 15
  - Prepared in Iowa Colleges, 6, 8, 15, 16, 17
  - With Experience, 7, 8
- Applications
  - Blank, 6
  - Conversion, 9
  - How to File, 6
  - Non-Approved, 8
  - Original Certificate, 6
  - Renewal, 21
  - When to File for Renewal, 21
- Approval of Institutions and Teacher Education Programs
  - Procedure for Applying Institutional Standards (Section One)
    - Approval by State Board of Public Instruction
      - Abbreviated Self-Evaluation Report, 15
      - Approval of Each Institution and Its Program(s) Required, 15
      - Evaluation by Visiting Committee (Optional), 16
      - Expenses, 16
      - Guide for Reporting Results of Self-Evaluation, 15
      - Items Supplied by Department, 15
      - Optional Publication, 15
      - Recommendation by Superintendent of Public Instruction, 16
      - Report of Institution of Results of Self-Evaluation, 15
      - Reviewing Committee, 15-16
      - Schedule for Initiating New or Revised Programs, 15
      - Standards for Out-of-State Institutions, 7, 8, 15
      - Status of Current Programs, 15
      - Visit by State Department Staff, 16
    - Reports and Periodic Evaluations

- Annual Reports, 16
- Approval of Changes in Programs, 16
- Continuous Self-Evaluation, 16
- Re-Evaluation of Teacher Education Programs, 16
- Standards for Programs of Teacher Education (Section Three)
  - Acceptance of Demonstrated Competence in Lieu of College Credits, 7, 17
  - Completion of Approved Programs as Bases on Which Students Are Recommended for Certification, 17
  - Planning and Announcing Programs, 16
  - Program Standards for Certificates Based on Requirements Specifying Bachelor's Degrees, 17-19
  - Program Standards for Certificates Requiring Preparation Beyond Bachelor's Degree
    - Requirements for School Psychologists, 11, 19
    - Requirements for Teachers Desiring Permanent Professional Certificates, 11, 19
    - Supervisors and Administrators, 11-13, 19
  - Program Standards for Holders of Certificates Endorsed Only for Elementary-Secondary Teaching in a Special Subject or Special Service Area Who Desire to Qualify Either For General Elementary-or Secondary-School Teaching
    - Endorsement for Elementary-School Teaching, 19
    - Endorsement for Secondary-School Teaching, 19
  - Programs Requiring Bachelor's Degree and Leading to the Professional Certificate
    - Academic or Subject-Matter Background for the Type of Position to Be Filled, 17-18
    - Area of Concentration in an Academic Field, 17
    - General Education, 17
    - Professional Education, 18-19
  - Standards for Teacher Education Institutions (Section Two)
    - Evidence Required of Iowa Colleges Seeking Approval of Program of Teacher Education, 16
    - National Council for Accreditation of Teacher Education, 7, 8, 15, 16
- Approval of Revised Programs of Teacher Preparation, 16
- Approval Requirements for Each Type of Position (See also Requirements for Approval)
- Approval Standards (See also Requirements for Approval)
- Approval Statement Available to Each Teacher, 17, 23
- Approved Institution
  - Graduation from, 7
  - Preparation Required in, 7, 21, 23
- Area of Concentration in an Academic Field, 17
- Art Certificate, Conversion of, 20, 21
- Art, Certification and Approval
  - Approval Requirements, 25, 26, 27
  - Certification Requirements, 11, 18, 19
  - Endorsement, 11

## B

- Biology, 26
- Blind or Partially-Sighted Children, 11, 18, 19, 27
- Bookkeeping, 25
- Business Arithmetic, 25
- Business Education, 25
- Business Law, 25
- Business Training, General, 25

## C

- Certificates
  - Permanent Professional
    - Endorsements Available, 11
    - Requirements, 11
    - Validity, 11
  - Pre-Professional
    - Endorsements Available, 13



- Requirements, 13
  - Validity, 13
  - Professional
    - Endorsements Available, 11-13
    - Requirements, 11-13
    - Validity, 11
  - Professional Commitment
    - Endorsements Available and Requirements, 14
    - Recency of Preparation, 14
    - Requirements for Renewal, 14
    - Validity, 13-14
  - Substitute
    - Endorsements Available, 13
    - Requirements, 13
    - Validity, 13
  - Temporary
    - Endorsements Available, 13
    - Requirements, 13
    - Validity, 13
  - Certificates for Exchange Teachers, 10
  - Certificates, Program Standards for, 17-19
  - Certificates, Renewal of, 21-22
  - Chemistry, 26
  - Children, Exceptional, 11, 18, 19, 27
  - Classes of Certificates
    - Permanent Professional, 11
    - Pre-Professional, 11
    - Professional, 11
    - Professional Commitment, 11
    - Substitute, 11
    - Temporary, 11
  - Colleges in Iowa, Graduation from, 7
  - Colleges in Other States, Graduation from, 7
  - Compensation for Uncertificated Teaching Prohibited, 9
  - Consumer Education, 25
  - Conversion of Existing Certificates to Equivalent New Classes of Certificates, 20
  - Conversion or Exchange of Expired Old-Type Iowa State Certificates, 9
  - Correspondence Study, Standards for, 9
  - Counselor, 28
  - Crippled or Low Vitality Children, 11, 18, 19, 27
- D
- Dating of Certificates, 6
  - Dating of Endorsements, 6
  - Deaf or Hard-of-Hearing Children, 11, 18, 19, 27
  - Distributive Education (Vocational), 25
  - Disturbed Personality Children, 11, 18, 19, 27
  - Driver Education and Safety, 25
- E
- Education of Exceptional Children, 11, 18, 19, 27
  - Elementary-School Principal's Certificate, Conversion of, 20, 21
  - Elementary-School Principal, Certification and Approval
    - Approval Requirements, 24
    - Certification Requirements, 12, 19
  - Elementary-School Supervision (Not in Special Subjects), Certification and Approval
    - Approval Requirements, 24
    - Certification Requirements, 11-12
  - Elementary-School Teaching, Approval for, 27-28
  - Elementary-Secondary-School Supervision (Special Subjects or Special Service Areas), Certification and Approval
    - Approval Requirements, 25
    - Certification Requirements, 12, 19
    - Endorsements, 11

- Elementary-Secondary Teaching in Special Subject or Special Service Area, Certification and Approval
  - Approval Requirements, 25
  - Certification Requirements, 11, 19
  - Endorsement, 11
- Endorsement of Professional Certificate for Both Elementary- and Secondary-School Teaching, How to Secure, 8
- Endorsements
  - Adding Endorsements, 6, 8, 19
  - Available Endorsements, 11-14
  - Date from Which Valid, 6
  - Elementary-School Teaching Privileges Added to Professional Certificate Endorsed for Secondary-School Teaching, 8
  - Elementary-School Teaching Privileges Added to Professional Certificate Endorsed only for a Special Subject or Special Service Area, 19
- Fee, 6
  - Secondary-School Teaching Privileges Added to Professional Certificate Endorsed for Elementary-School Teaching, 8
  - Secondary-School Teaching Privileges Added to Professional Certificate Endorsed only for a Special Subject or Special Service Area, 19
- When Added, 6
- Engineering Drawing, 26
- English, 25
- Ethics, Adherence to, 21
- Evidence of Continued Fitness for Teaching, 21
- Exchange of Old-Type Certificates, 9, 21
- Exchange Teachers, Certificates for, 10
- Experience
  - Acceptance in Lieu of Student Teaching, 10
  - Evidence of Success Required, 7
  - Validation of Credit from Non-Accredited Institution, 8
- Expired Certificates
  - Conversion of, 9-10, 20
  - Equivalent New Classes of Certificates Available, 9, 20, 21-22
  - Renewal of, 21-22
- Extension of Certificates Due to Military Service, 10
- Extension Study, Standards for, 9

## F

- Fees
  - Endorsements, 6
  - Life Renewal, 21
  - Original Certificate, 6
  - Refund, 6
  - Term Renewal, 21
- Foreign Languages (See Languages)
- French (See Languages)

## G

- General Business Training, 25
- General Education, 17
- General Information and Requirements, 6-10
- General Information Relating to the Approval of Certificated Personnel
  - Adherence to Minimum College Standards Required, 23
  - Certificates Which are Appropriate for Various Types of Positions, 23
- Introductory Statement
  - Only minimum Standards Outlined Herein, 23
  - Special Information for School Officials, 23
  - Types of Schools to Which Standards for Approval of Personnel Apply, 23
- Official Approval Statement Available to Each Teacher, 17, 23
- Preparation in Accredited Institution Required, 23
- Recognition of Previous Approval, 23
- Temporary Approval, 23
- General Science, 26



Geometry (See Mathematics)  
 German (See Languages)  
 Gifted Children, 11, 27  
 Guidance  
   In Elementary and Secondary Schools, 28  
   In Teacher Education Programs, 17

**H**

Handicapped Children, 11, 18, 19, 27  
 Hard-of-Hearing Children, 11, 18, 19, 27  
 High School Normal Training Certificates, Conversion of, 20, 21-22

History  
   American, 26  
   World, 26

Homemaking  
   General, 25  
   Vocational, 25-26

**I**

Industrial Arts Certificate, Conversion of, 20, 21  
 Industrial Arts, Certification and Approval  
   Approval Requirements, 26, 27  
   Certification Requirements, 11, 18  
   Endorsement, 11  
 Institutes, Attendance at, 21  
 Institutional Standards, Procedure for Applying, 15-16  
 Iowa Colleges, Graduation from, 7

**J**

Journalism, 25  
 Junior College Teaching, Approval Requirements for, 26-27

**L**

Languages (Exclusive of English), 26  
 Lapsed Certificates, Life, 22  
 Latin (See Languages)  
 Liberal Education (See General Education)  
 Librarian, Certification and Approval  
   Approval Requirements  
     Elementary, 28  
     High School, 28  
     Junior College, 26  
   Certification Requirements, 11  
   Endorsement, 11  
 Life Renewal Requirements, 22  
 Limited Elementary Certificates, Conversion of, 21-22  
 Low Vitality Children, 11, 18, 19, 27

**M**

Maladjusted Children, 11, 18, 19, 27  
 Mathematics, 26  
 Mental Health, 21  
 Mentally-Gifted Children, 11, 18, 19, 27  
 Mentally-Handicapped Children, 11, 18, 19, 27  
 Military Service, Extension of Certificate Due to, 10  
 Minimum College Standards Required, Adherence to, 23  
 Moral Fitness, 7, 21  
 Music Certificate, Conversion of, 20, 21-22  
 Music, Certification and Approval  
   Approval Requirements, 26, 27  
   Certification Requirements, 11, 18, 19  
   Endorsement, 11

**N**

National Council for Accreditation of Teacher Education, 7, 8, 15, 16  
 Non-Accredited Institutions, Validation of Credit from, 8  
 Nontransfer Courses, Terminal or, 27  
 Nurse (Public School Health), Certification and Approval  
   Approval Requirements, 28

Certification Requirements, 11, 18  
 Endorsement, 11

**O**

Office Practice, 25  
 Old-Type Certificate Defined, 9  
 Out-of-State Institutions, Standards for, 15

**P**

Partially-Sighted Children, 11, 18, 19, 27  
 Penalty for Uncertificated Teaching, 9  
 Permanent Professional Certificate  
   Endorsements Available, 11  
   Requirements, 11, 19  
   Validity, 11  
 Physical Competence, 7, 21  
 Physical Education Certificate, Conversion of, 20, 21-22  
 Physical Education, Certification and Approval  
   Approval Requirements, 26, 27  
   Certification Requirements, 11, 18, 19  
   Endorsement, 11  
 Physics, 26  
 Positions for Which Certificates Are Required, 8  
 Positions, Public School, 8  
 Preparation in Accredited Institution Required, 7, 8, 15, 23  
 Preparation, Recency of, 7, 14, 21  
 Pre-Professional Certificate  
   Endorsements Available  
     Elementary (Available Only Until August 31, 1958), 13  
     Elementary-Secondary (Not Available to New Applicants), 13  
     Secondary (Trade and Industrial Classes), 13  
   Requirements, 13  
   Validity, 13  
 Previous Approval, Recognition of, 23  
 Principal  
   Elementary-School (See Elementary-School Principal)  
   Secondary-School (See Secondary-School Principal)  
 Principals' Certificates, Conversion of, 20, 21  
 Private School Teaching, 8  
 Professional Certificate  
   Endorsements Available  
     Elementary, 11  
     Elementary-School Principal, 12  
     Elementary-School Supervision, 11-12  
     Elementary-Secondary, 11  
     Elementary-Secondary-School Supervision, 12  
     Secondary, 11  
     Secondary-School Principal, 12  
     Superintendent, 12-13  
   Requirements, 11-13  
   Validity, 11  
 Professional Commitment Certificate  
   Endorsements Available and Requirements  
     Elementary-School Teaching  
       On Approved Two-Year Portion of a Four-Year Teacher Education Curriculum, 14  
       On Bachelor's Degree, 14  
     Elementary-Secondary Teaching in a Special Subject or Service Area, 14  
     Secondary-School Teaching, 14  
   Recency of Preparation, 14  
   Requirements for Renewal, 14  
   Validity, 13-14  
 Professional Education  
   Defined, 18  
   Persons With Partially-Completed Programs of, 9  
   Persons Without Any Courses in, 9  
   Program Standards for, 18-19  
 Professional Spirit—Evidence Required, 21  
 Program Standards for Certificates, 17-19



Psychologist, School, 11, 18, 19, 27  
 Public School Health Nurse [See Nurse (Public School Health)]  
 Public School Positions, 8

## R

Recency of Preparation  
 Original Issuance, 7, 14  
 Renewal, 21  
 Reciprocity Agreement of Central States Conference of State  
 Departments of Education, 29  
 Recognition of Previous Approval, 23  
 Recognized Institution  
 Colleges in Other States, 8, 15  
 Definition of, 8  
 Iowa Colleges, 8, 15  
 Preparation Required in, 7, 8, 15, 23  
 Recommendation of Applicant by Institution  
 Approval, 23  
 Certification, 7, 17  
 Registration of Iowa Certificate Required, 8  
 Renewal Requirements, 13, 14, 21-22  
 Reports, 16  
 Requirements for Approval  
 Approval Requirements for Each Type of Position  
 Administration  
 Elementary-School Principal and Assistant Principal, 24  
 Secondary-School Principal and Assistant Principal, 24  
 Superintendent and Assistant Superintendent, 24  
 Counseling, 28  
 Counselor, 28  
 Elementary-School Teachers, 27-28  
 Grades Seven Through Twelve  
 Agriculture  
 General, 25  
 Vocational, 25  
 Art, 25, 27  
 Business Education, 25  
 Distributive Education (Vocational), 25  
 Driver Education and Safety, 25  
 English, Speech and Journalism, 25  
 Homemaking  
 General, 25  
 Vocational, 25-26  
 Industrial Arts, 26, 27  
 Journalism (See English, Speech and Journalism)  
 Languages (Exclusive of English), 26  
 Mathematics, 26  
 Music, 26, 27  
 Physical Education, 26, 27  
 Science, 26  
 Social Studies, 26  
 Speech (See English, Speech and Journalism)  
 Trade and Industrial Classes, 26  
 Grades Thirteen and Fourteen (Junior College)  
 Academic Fields, 26  
 Other Fields  
 Accounting, 26  
 Engineering Drawing, 26  
 Shorthand and Typewriting, 26  
 Speech, 27  
 Teacher Education, 27  
 Terminal and Nontransfer Courses, 27  
 Special Fields  
 Art, 26  
 Music, 26  
 Physical Education, 26  
 Librarian, 26  
 Guidance, 28  
 Librarians, 27  
 Other Services, 28  
 Public School Health Nurses, 27

## Supervision

Definition of a Supervisor, 24  
 Elementary-School Supervisor (Not in Special Sub-  
 jects), 24  
 Elementary-Secondary Supervisor (Special Subjects  
 or Special Services), 25  
 Secondary-School Supervisor (Not in Special Sub-  
 jects), 24  
 Teacher-Counselor, 28  
 Teachers in Elementary School, 27-28  
 Teachers of Special Subjects or in Special Service Areas,  
 27  
 Minimum College Standards Required, Adherence to, 23  
 Patterns of Courses for Approval, 16-17, 23  
 Responsibility of Teacher Education Institutions, 16-17  
 Requirements for Exchange, 10  
 Requirements for Renewal of Teachers' Certificates  
 Life Renewal Requirements  
 All Other Five-Year Certificates, 22  
 Lapsing of Certificates Renewed for Life, 22  
 Standard Elementary Certificates and Five-Year Special  
 Certificates Issued on Less Than College Degrees, 22  
 Miscellaneous Requirements  
 Application Forms for Renewal, 21  
 Evidence of Continued Fitness for Teaching, 21  
 Fees, 21  
 Professional Spirit—Evidence Required, 21  
 Recency of Credits for Renewal, 21  
 Records of Experience, 21  
 Renewal Requirements Subject to Change, 21  
 When to File Application for Renewal of Certificate, 21  
 Where Credits for Renewal Must Be Taken, 21  
 Professional Commitment Certificate, Requirements for Re-  
 newal of, 14  
 Requirements for Renewal of Substitute Teacher's Certificate  
 Limit of 90 Days Teaching Per Year, 22  
 No Additional College Credit Required, 22  
 Proper Use, 22  
 Successful Teaching, 22  
 Requirements for Renewal of Temporary Certificate, 13, 22  
 Term Renewal Requirements  
 Certificates Issued on College Degrees, or in Exchange  
 for Old-Type Certificates Which Were Based on  
 College Degrees, 21  
 Certificates Issued on Less Than College Degrees, or in  
 Exchange for Old-Type Certificates Which Were  
 Based on Less Than College Degrees, 21-22  
 Requirements Tentative, 10  
 Residence Study, Standards for, 9  
 Retailing, 25  
 Retarded Children, 11, 18, 19, 27  
 Reviewing Committee, 15-16  
 Revised Programs of Teacher Education, Schedule for Initiating  
 New or, 15  
 Revocation of Certificates, 10

S

Safe Driving, 25  
 Safety Education, 25  
 Salesmanship, 25  
 School Boards, Advise to, 23  
 School Psychologist, Requirements, 11, 18, 19, 27  
 Schools to Which Standards for Approval of Personnel Apply, 23  
 Science, 26  
 Secondary Principal's Certificate, Conversion of, 20, 21  
 Secondary-School Principal, Certification and Approval  
 Approval Requirements, 24  
 Certification Requirements, 12, 19  
 Secondary-School Teaching, Approval for  
 Grades Seven Through Twelve, 25-26  
 Junior Colleges, 26-27  
 Secretarial Practice, 25



- Self-Evaluation of Institution Offering Teacher Education, 15  
 Shorthand, 25, 26  
 Social Studies, 26  
 Spanish (See Languages)  
 Special Certificates, Conversion of, 20, 21-22  
 Special Education, 11, 18, 19, 27  
 Speech, 25, 27  
 Speech Correction, 11, 18, 19, 27  
 Standard Elementary Certificates, Conversion of, 20, 22  
 Standard Secondary Certificates, Conversion of, 20, 21  
 Standards for Approval (Two Sets of Standards), 7  
 Standards for Out-of-State Institutions, 15  
 Standards for Residence, Correspondence and Extension Study, 9  
 Student Teaching  
   Acceptance of Teaching Experience in Lieu of, 10  
   Requirements in, 19  
 Substitute Certificate  
   Endorsements Available, 13  
   Limit of 90 Days of Teaching Per Year, 22  
   No Additional College Credit Required, 22  
   Proper Use, 22  
   Renewal, 22  
   Requirements, 13  
   Successful Teaching, 22  
   Validity, 13  
 Success of Experience, Evidence of, 7, 21  
 Superintendent, Certification and Approval  
   Approval Standards, 24  
   Certification Requirements, 12-13, 19  
   Type of Service Authorized, 12  
 Superintendents, Advice to, 23  
 Superintendents' Certificates, Conversion of, 20, 21  
 Supervision, Approval for  
   Elementary-School Supervisor (Not in Special Subjects), 24  
   Elementary-Secondary-School Supervisor (Special Subjects or  
   Special Services), 25  
   Secondary-School Supervisor (Not in Special Subjects), 24  
 Supervision, Certificates for  
   Elementary-School Supervisor (Special Subjects or Special  
   Services), 12  
   Elementary Supervisor, 11-12, 19  
 Supervisor, Definition of a, 24  
 Supervisor, Elementary-School (Not in Special Subjects), Certifi-  
   cation and Approval  
   Approval Requirements, 24  
   Certification Requirements, 11-12, 19  
 Supervisor, Elementary-Secondary-School (Special Subjects or  
   Special Services), Certification and Approval  
   Approval Requirements, 24-25  
   Certification Requirements, 12, 19  
 Supervisor, Secondary-School (Not in Special Subjects), Approval  
   Requirements, 24  
 Supervisors' Certificates, Conversion of, 20, 21  
 Supervisory Certification  
   Elementary-Secondary Supervisor, 12  
   Elementary Supervisor, 11-12
- T
- Teacher Education  
   Junior College Director of, 27  
   Standards for Institutions, 15-16  
   Standards for Programs of, 16-19  
   Student Selection and Guidance, 17  
 Teacher-Counselor, 28  
 Teachers in the Secondary Schools Including Grades Thirteen  
   and Fourteen (Junior College), 25-27  
 Teacher's Responsibility to Keep Certificates in Force and Reg-  
   istered, 8, 21  
 Teaching  
   Private School, 8  
   Public School, 8  
   Uncertificated Prohibited, 9  
 Temporary Approval, 23  
 Temporary Certificate  
   Endorsements Available, 13  
   Renewal Requirements, 13, 22  
   Requirements  
     Based on Administrative Decision, 13  
     Based on Eligibility for a Professional or Pre-Professional  
     Certificate Except for Defined Deficiencies, 13  
     Based on Expired Iowa Certificate, Exclusive of Emergency  
     or One-Year Special Certificate, 13  
     Based on Fifty Semester Hours of Specified College  
     Credit, 13  
   Validity, 13  
 Terminal or Nontransfer Courses, 27  
 Trade and Industrial Classes, Certification and Approval  
   Approval Requirements, 26  
   Certification Requirements, 13  
 Trigonometry (See Mathematics)  
 Typewriting, 25, 26
- U
- Uncertificated Teaching, Penalty for, 9  
 Uncertificated Teaching Prohibited, 9  
 Uniform County Certificates, Conversion of, 20, 22
- V
- Validation of Credit from Non-Accredited Institution  
   Additional Credit Required, 8  
   Exemption of Applicants With Experience, 8



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