

State of Iowa
DEPARTMENT OF EDUCATION
Bureau of Teacher Education and Certification
Grimes State Office Building
Des Moines, Iowa 50319-0146

Rules for Teacher Education
and Certification

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State of Iowa
DEPARTMENT OF EDUCATION
Grimes State Office Building
Des Moines, Iowa 50319-0146

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Note: The effective date for the rules is October 1, 1988. The one exception is Chapter 75 which became effective May 1, 1986.

*Chapters 75, 76, and 77 have not been included in this document.

CHAPTER 70
ISSUANCE OF CERTIFICATES AND ENDORSEMENTS

70.1 Applicants desiring Iowa certification. Certificates are issued upon application filed on a form provided by the Iowa state department of education.

70.2 Applicants from recognized Iowa institutions. An applicant for initial certification who completes the teacher or administrative preparation program from a recognized Iowa institution shall have the recommendation for the specific endorsement(s) from the designated recommending official at the recognized education institution where the preparation was completed. A recognized Iowa institution is one which has its program of preparation approved by the state board of education according to standards established by said board.

70.3 Applicants from recognized non-Iowa institutions. An applicant for initial certification who completes the teacher or administrative preparation program from a recognized non-Iowa institution shall complete the application form and return it to the teacher education and certification bureau for an analysis to determine if all requirements for Iowa certification have been met. A recognized non-Iowa institution is one which is accredited by the regional accrediting agency for the territory in which the institution is located.

70.4 Applicants from foreign institutions. An applicant for initial certification whose preparation was completed in a foreign institution will be required to have all records translated into English and then file these records with the teacher education and certification bureau for a determination of eligibility for certification.

70.5 Issue date on original certificate. A certificate is valid only from and after the date of issuance.

70.6 Adding endorsements to certificates. After the issuance of a teaching or administrative certificate, an individual may add other endorsements to that certificate upon proper application provided current requirements for that endorsement have been met. An updated certificate with expiration date unchanged from the original or renewed certificate will be prepared.

To add a teaching endorsement, with the exception of a counseling endorsement, the applicant must follow one of these options:

Option 1. Identify with a recognized Iowa teacher preparing institution and meet that institution's current requirements for the endorsement desired and receive that institution's recommendation.

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

Option 3. File record of the successful completion of a national competency test in the subject area desired with a minimum score as established by the department of education.

To add an administrative or counseling endorsement, an applicant from a recognized Iowa institution must complete the approved program and receive the recommendation from that institution.

To add an administrative or counseling endorsement, an applicant from a recognized non-Iowa institution shall complete the application form and return it to the teacher education and certification bureau for an analysis to determine if all requirements for the endorsement have been met. A transcript of credit must accompany the application.

70.7 Correcting certificates. If at the time of the original issuance or renewal of a certificate, a person does not receive an endorsement for which eligible, a corrected certificate will be issued. Also, if a person receives an endorsement for which not eligible, a corrected certificate will be issued.

70.8 Duplicate certificates. Upon application and fee, duplicate certificates will be issued. The fee for the duplicate certificate will be the same as required for issuance or renewal.

70.9 Fraud in procurement or renewal of certificates. Fraud in procurement or renewal of a certificate or falsifying records for certification purposes will constitute grounds for filing a complaint with the Iowa Teaching Practices Commission.

70.10 Certificates. These certificates will be issued effective October 1, 1988.

Provisional
Educational
Professional Teacher
Professional Administrator
Conditional
Substitute
Area Education Agency Administrator

70.11 Requirements for a provisional certificate.

1. Baccalaureate degree from a regionally accredited institution.
2. Completion of an approved teacher education program.
3. Completion of an approved human relations component.
4. Completion of requirements for one of the teaching endorsements listed under 70.18, or the special education teaching endorsements in chapter 73.

The provisional certificate is valid for two years, and may be renewed under certain prescribed conditions listed in 71.8.

70.12 Requirements for an educational certificate.

1. Completion of items 1, 2, 3, 4 listed under 70.11.
2. Evidence of two years successful teaching experience based on a local evaluation process.

The educational certificate is valid for five years and may be renewed by meeting requirements listed in 71.5.

70.13 Requirements for a professional teacher's certificate.

1. Holder of or eligible for an educational certificate.
2. Five years of teaching experience.

3. Master's degree in an area of endorsements listed in 70.18, "1" or "2," or the special education teaching endorsements in chapter 73.

The professional teacher's certificate is valid for five years and may be renewed by meeting requirements listed in 71.6.

70.14 Requirements for a professional administrator's certificate.

1. Holder of or eligible for an educational certificate.
2. Five years of teaching experience.
3. Completion of an area of endorsement as listed in 70.23.

The professional administrator certificate is valid for five years and may be renewed by meeting requirements listed in 71.7.

70.15 Requirements for a one-year conditional certificate. A conditional certificate valid for one year may be issued to an individual under the following conditions:

1. Has not completed all the required courses in the professional core from 70.19(3), "a" through "k."
2. Has not completed an approved human relations component.
3. Recency - Meets requirement(s) for a valid certificate but has had less than 160 days of teaching experience during the five-year period immediately preceding the date of application.
4. Degree not granted until next regular commencement. An applicant who meets the requirements for a certificate, with the exception of the degree but whose degree will not be granted until the next regular commencement, may be issued a one-year conditional certificate.

The conditional certificate is valid for one year and not renewable.

For a one-year conditional certificate with a special education endorsement, see chapter 73.

70.16 Requirements for a two-year conditional certificate. A conditional certificate valid for two years may be issued to an individual under the following conditions:

If a person is the holder of a valid certificate and is the holder of one or more endorsements, but is seeking to obtain some other endorsement, a two-year conditional certificate may be issued if requested by an employer and the individual seeking this endorsement has completed at least two-thirds of the requirements leading to completion of all requirements for that endorsement.

This certificate is not renewable.

70.17 Requirements for a substitute teacher's certificate.

A substitute teacher's certificate may be issued to an individual who has met the following:

Has been the holder of, or presently holds a certificate in Iowa or some other state.

A substitute certificate is valid for five years and for not more than ninety days of teaching during any one school year.

The holder of a substitute certificate is authorized to teach in any school system in any position in which a regularly certificated teacher was employed to begin the school year.

This certificate may be renewed by meeting requirements listed in 71.9.

70.18 Areas and grade levels of teaching endorsements.

1. Teaching—Subject areas.

Endorsements	Grade levels	
	K-6*	7-12**
Agriculture		X
Art	X	X
Business-General		X
Business-Office		X
Business-Marketing/Management		X
Driver and Safety Education		X
English/Language Arts	X	X
Foreign Language	X	X
Health	X	X
Home Economics		X
Industrial Technology		X
Journalism		X
Mathematics	X	X
Music	X	X
Physical Education	X	X
Reading	X	X
Science:		
Basic	X	
Biological		X
Chemistry		X
Earth Science		X
General Science		X
Physical Science		X
Physics		X

* The holder of this endorsement may be assigned by local school board action to fulfill this assignment at the 7-8 grade level.

** The holder of this endorsement may be assigned by local school board action to fulfill this assignment at the 5-6 grade level.

EndorsementsGrade levels

K-6* 7-12**

Social Sciences:

American Government		X
American History		X
Anthropology		X
Economics		X
Geography		X
History	X	
Psychology		X
Social Studies	X	
Sociology		X
World History		X
Speech Communication/Theatre	X	X

2. Teaching—Other Areas

EndorsementsGrade Levels

Pk-K K-6* 7-12** K-12

Coach				X
School Media Specialist		X	X	X
General Elementary Teacher		X		
General Pk-K Teacher	X			
ESL Teacher				X
Counselor		X	X	
Reading Specialist				X
School Nurse				X

* The holder of this endorsement may be assigned by local school board action to fulfill this assignment at the 7-8 grade level.

** The holder of this endorsement may be assigned by local school board action to fulfill this assignment at the 5-6 grade level.

70.19 Requirements for an original teaching subject area endorsement.

70.19(1) Baccalaureate degree from a regionally accredited institution.

70.19(2) Completion of an approved human relations component.

70.19(3) Professional education core: Completed course work or evidence of competency in:

- Structure of American education.
- Philosophies of education.
- Professional ethics and legal responsibilities.
- Psychology of teaching.
- Audiovisual/media/computer technology.
- Evaluation techniques.
- Human growth and development related to the grade level endorsement desired.
- Exceptional learner (the program must include preparation that contributes to the education of the handicapped and the gifted and talented).

i. Classroom management with an emphasis related to the grade level endorsement desired.

j. Instructional planning and strategies for teaching related to the grade level endorsement desired.

k. Curriculum organization, development with an emphasis on the subject and grade level endorsement desired.

1. Completion of prestudent teaching field-based experiences.

m. Methods of teaching with an emphasis on the subject and grade level endorsement desired.

n. Student teaching in the subject area and grade level endorsement desired.

70.19(4) Content.

a. Completion of a thirty-semester-hour teaching major which must minimally include the requirements for at least one of the endorsement areas listed in rule 70.18, or

b. Successful completion of a national competency test in the subject area desired with a minimum score as established by the department of education, or

c. Successful completion of a competency test in the subject area desired in a state which accepts this completion as being sufficient for meeting the certification requirements in that state.

70.20 Requirements for other teaching endorsements.

70.20(1) Athletic coach. K-12.

a. The holder of this endorsement may serve as a head coach or an assistant coach in kindergarten and grades one through twelve.

b. Program requirements.

(1) One semester hour college or university course in the structure and function of the human body in relation to physical activity.

(2) One semester hour college or university course in human growth and development of children and youth as related to physical activity.

(3) Two semester hour college or university course in athletic conditioning, care and prevention of injuries and first aid as related to physical activity.

(4) One semester hour college or university course in the theory of coaching interscholastic athletics.

Note: An applicant for the coaching endorsement must hold a teacher's certificate with one of the teaching endorsements.

70.20(2) Teacher—elementary classroom.

a. Authorization. The holder of this endorsement is authorized to teach in kindergarten and grades one through six.

b. Program requirements.

(1) Degree—baccalaureate.

(2) Completion of an approved human relations component.

(3) Completion of the professional education core. See 70.19(3).

(4) Content:

1. Child growth and development with emphasis on the emotional, physical and mental characteristics of elementary age children, unless completed as part of the professional education core. See 70.19(3).

2. Methods and materials of teaching elementary language arts.
3. Methods and materials of teaching elementary reading.
4. Elementary curriculum (methods and materials).
5. Methods and materials of teaching elementary mathematics.
6. Methods and materials of teaching elementary science.
7. Children's literature.
8. Methods and materials of teaching elementary social studies.
9. Methods and materials in two of the following areas:
 Methods and materials of teaching elementary health.
 Methods and materials of teaching elementary physical education.
 Methods and materials of teaching elementary art.
 Methods and materials of teaching elementary music.
10. Prestudent teaching field experience in at least two different grades.
11. A field of specialization in a single discipline or a formal interdisciplinary program of at least twelve semester hours.

70.20(3) **Teacher—prekindergarten-kindergarten.**

a. Authorization. The holder of this endorsement is authorized to teach at the prekindergarten-kindergarten level.

- b. Program requirements.
- (1) Degree—baccalaureate.
 - (2) Completion of an approved human relations program.
 - (3) Completion of the professional education core. See 70.19(3).
 - (4) Content:
 1. Human growth and development: Infancy and early childhood, unless completed as part of the professional education core. See 70.19(3).
 2. Curriculum development and methodology for young children.
 3. Child-family-school-community relationships (community agencies).
 4. Guidance of young children three to six years of age.
 5. Organization of prekindergarten-kindergarten programs.
 6. Child and family nutrition.
 7. Language development and learning.
 8. Kindergarten: programs and curriculum development.

70.20(4) **ESL. K-12.**

a. Authorization. The holder of this endorsement is authorized to teach English as a second language in kindergarten and grades one through twelve.

- b. Program requirements.
- (1) Degree—baccalaureate.
 - (2) Completion of an approved human relations program.
 - (3) Completion of the professional education core. See 70.19(3).
 - (4) Content. Completion of twenty-four semester hours of course work in English as a second language to include the following:
 1. Teaching English as a second language.
 2. Applied linguistics.
 3. Language in culture.
 4. Bilingual education.
 5. Nature of language.
 6. Process of language acquisition.

70.20(5) **Elementary counselor.**

a. Authorization. The holder of this endorsement is authorized to serve as a counselor in kindergarten and grades one through six.

- b. Program requirements.
- (1) Degree—master's.
 - (2) Content. Completion of a sequence of courses and experiences which may have been a part of, or in addition to, the degree requirements. This sequence is to be at least twenty-seven semester hours to include the following:
 1. Human development (career, personal and social development of children and youth).
 2. Elementary school guidance.
 3. Theory of counseling.
 4. Individual and group appraisal.
 5. Group methods in guidance and counseling.
 6. Educational psychology/learning theory/elementary curriculum.
 7. Social, philosophical, or psychological foundations.
 8. Child developmental studies.
 9. Practicum in elementary school counseling.
- c. Other.
- (1) Have had one year of successful teaching experience.
 - (2) Be the holder of or eligible for one other teaching endorsement listed under rule 70.18.

70.20(6) **Secondary counselor.**

a. Authorization. The holder of this endorsement is authorized to serve as a counselor in grades seven through twelve.

- b. Program requirements.
- (1) Degree—master's.
 - (2) Content. Completion of a sequence of courses and experiences which may have been a part of, or in addition to, the degree requirements. This sequence is to be at least twenty-seven semester hours to include the following:
 1. Human development (career, personal and social development of children and youth).
 2. Secondary school guidance.
 3. Theory of counseling.
 4. Individual and group appraisal.
 5. Group methods in guidance and counseling.
 6. Educational psychology/learning theory/secondary curriculum.
 7. Social, philosophical, or psychological foundations.
 8. Adolescent developmental studies.
 9. Practicum in secondary school counseling.
- c. Other.
- (1) Have had one year of successful teaching experience.
 - (2) Be the holder of or eligible for one other teaching endorsement listed in rule 70.18.

70.20(7) **Reading specialist. K-12.**

a. Authorization. The holder of this endorsement is authorized to serve as a reading specialist in kindergarten and grades one through twelve.

b. Program requirements.

(1) Degree--master's.

(2) Content. Completion of a sequence of courses and experiences which may have been a part of, or in addition to, the degree requirements. This sequence is to be at least twenty-seven semester hours to include the following:

1. Educational psychology/human growth and development.
2. Educational measurement and evaluation.
3. Foundations of reading.
4. Diagnosis of reading problems.
5. Remedial reading.
6. Psychology of reading.
7. Language learning and reading disabilities.
8. Practicum in reading.
9. Administration and supervision of reading programs at the elementary and secondary levels.

Note: The applicant must have met the requirements for the educational certificate and a teaching endorsement, and present evidence of at least one year of experience which included the teaching of reading as a significant part of the responsibility.

70.20(8) Elementary school media specialist.

a. Authorization. The holder of this endorsement is authorized to serve as a school media specialist in kindergarten and grades one through six.

b. Program requirements.

(1) Degree--baccalaureate.

(2) Completion of an approved human relations program.

(3) Completion of the professional education core. See 70.19(3).

(4) Content. Completion of twenty-four semester hours in school media course work to include the following:

1. Knowledge of materials and literature in all formats for elementary children.
2. Selection, utilization and evaluation of library media materials and equipment.
3. Design and production of instructional materials.
4. Acquisition, cataloging and classification of materials and organization of equipment.
5. Information retrieval, reference services and networking.
6. Planning, evaluation and administration of media programs.
7. Practicum in an elementary school media center.

70.20(9) Secondary school media specialist.

a. Authorization. The holder of this endorsement is authorized to serve as a school media specialist in grades seven through twelve.

b. Program requirements.

(1) Degree--baccalaureate.

(2) Completion of an approved human relations program.

(3) Completion of the professional education core. See 70.19(3).

(4) Content. Completion of twenty-four semester hours in school media course work to include the following:

1. Knowledge of materials and literature in all formats for adolescents.

2. Selection, utilization and evaluation of library media materials and equipment.

3. Design and production of instructional materials.

4. Acquisition, cataloging and classification of materials and organization of equipment.

5. Information retrieval, reference services and networking.

6. Planning, evaluation and administration of media programs.

7. Practicum in a secondary school media center.

70.20(10) School media specialist. K-12.

a. Authorization. The holder of this endorsement is authorized to serve as a school media specialist in kindergarten and grades one through twelve.

b. Program requirements:

(1) Degree--master's.

(2) Content. Completion of a sequence of courses and experiences which may have been part of, or in addition to, the degree requirements. This sequence is to be at least thirty semester hours in school media course work, to include the following:

1. Planning, evaluation and administration of media programs.
2. Curriculum development and teaching and learning strategies.
3. Instructional development and communication theory.
4. Selection, evaluation and utilization of library media materials and equipment.
5. Acquisition, cataloging and classification of materials and organization of equipment.
6. Design and production of instructional materials.
7. Methods for instruction and integration of media skills into the school curriculum.
8. Information retrieval, reference services and networking.
9. Knowledge of materials and literature in all formats for elementary children and adolescents.
10. Reading, listening and viewing guidance.
11. Utilization and application of computer technology.
12. Practicum at both the elementary and secondary levels.
13. Research in media and information science.

Note: The applicant must be the holder of or eligible for the provisional certificate.

70.20(11) School nurse.

a. Authorization. The holder of this endorsement is authorized to provide service as a school nurse at the prekindergarten and kindergarten levels and in grades one through twelve.

b. Program requirements.

(1) Degree--baccalaureate.

(2) Completion of an approved human relations program.

(3) Completion of the professional education core. See 70.19(3).

(4) Content:

1. Organization and administration of school nurse services including the appraisal of the health needs of children and youth.
2. School-community relationships and resources/coordination of school and community resources to serve the health needs of children and youth.

3. Knowledge and understanding of the health needs of exceptional children.
4. Health education.

c. Other. Hold a license as a registered nurse issued by the board of nursing.

Note: Although the school nurse endorsement does not authorize general classroom teaching, it does authorize the holder to teach health at all grade levels.

70.21 Minimum content requirements for teaching endorsements.

70.21(1) **Agriculture.** 7-12. Completion of twenty-four semester hours in agriculture to include course work in agronomy, animal science, agricultural mechanics, and agricultural economics.

70.21(2) **Art.** K-6 or 7-12. Completion of twenty-four semester hours in art to include course work in art history, studio art, and two and three dimensional art.

70.21(3) **Business—general.** 7-12. Completion of twenty-four semester hours in business to include six semester hours in accounting, six semester hours in business law, and course work in computer applications, and course work in consumer studies.

70.21(4) **Business—office.** 7-12. Completion of twenty-four semester hours in business to include advanced course work in both shorthand and typewriting, computer applications or word processing, and office management.

70.21(5) **Business—marketing/management.** 7-12. Completion of twenty-four semester hours in business to include a minimum of six semester hours each in marketing, management, and economics.

70.21(6) **Driver and safety education.** 7-12. Completion of fifteen semester hours in driver and safety education to include course work in accident prevention, vehicle safety, and behind-the-wheel driving.

70.21(7) English/language arts.

a. K-6. Completion of twenty-four semester hours in English and language arts to include course work in oral communication, written communication, language development, reading, children's literature, creative drama or oral interpretation of literature, and American literature.

b. 7-12. Completion of twenty-four semester hours in English to include course work in oral communication, written communication, language development, reading, American literature, English literature and adolescent literature.

70.21(8) **Foreign language.** K-6 and 7-12. Completion of twenty-four semester hours in each foreign language.

70.21(9) **Health.** K-6 and 7-12. Completion of twenty-four semester hours in health to include course work in public or community health, consumer health, substance abuse, family life education, mental/emotional health, and human nutrition.

70.21(10) **Home economics—general.** 7-12. Completion of twenty-four semester hours in home economics to include course work in family life development, clothing and textiles, housing, and foods and nutrition.

70.21(11) **Industrial technology.** 7-12. Completion of twenty-four semester hours in industrial technology to include course work in manufacturing, construction, energy and power, graphic communications, and transportation. The course work is to include at least six semester hours in three different areas.

70.21(12) **Journalism.** 7-12. Completion of fifteen semester hours in journalism to include course work in writing, editing, production, and visual communications.

70.21(13) Mathematics.

a. K-6. Completion of twenty-four semester hours in mathematics to include course work in algebra, geometry, number theory, measurement, and computer programming.

b. 7-12. Completion of twenty-four semester hours in mathematics to include course work in algebra, geometry, calculus, and computer programming.

70.21(14) Music.

a. K-6. Completion of twenty-four semester hours in music to include course work in music theory (at least two courses), music history, and applied music.

b. 7-12. Completion of twenty-four semester hours in music to include course work in music theory (at least two courses), music history (at least two courses), applied music, and conducting.

70.21(15) Physical education.

a. K-6. Completion of twenty-four semester hours in physical education to include course work in human anatomy, human physiology, movement education, adapted physical education, physical education in the elementary school, human growth and development of children related to physical education, and first aid and emergency care.

b. 7-12. Completion of twenty-four semester hours in physical education to include course work in human anatomy, kinesiology, human physiology, human growth and development related to maturational and motor learning, adapted physical education, curriculum and administration of physical education, assessment processes in physical education, and first aid and emergency care.

70.21(16) Reading.

a. K-6. Completion of twenty semester hours in reading to include at least twelve semester hours specifically in reading by course title which must include foundations in methods and materials for teaching reading in the elementary classroom, corrective reading, remedial reading, a supervised tutoring experience, and at least eight hours of course work from oral and written communication, language development, children's literature, and tests and measurement.

b. 7-12. Completion of twenty semester hours in reading to include at least twelve semester hours specifically in reading by course title which must include foundations in methods and materials of teaching reading in the secondary classroom, corrective reading, reading in content areas, remedial reading, a supervised

tutoring experience, and at least eight hours of course work from oral and written communication, the structure of language, adolescent literature, and tests and measurement.

70.21(17) **Science.**

a. Science--basic. K-6. Completion of twenty-four semester hours in science to include course work in biological and physical sciences.

b. Biological. 7-12. Completion of twenty-four semester hours in biological science or thirty semester hours in the broad area of science to include fifteen semester hours in biological science.

c. Chemistry. 7-12. Completion of twenty-four semester hours in chemistry or thirty semester hours in the broad area of science to include fifteen semester hours in chemistry.

d. Earth science. 7-12. Completion of twenty-four semester hours in earth science or thirty semester hours in the broad area of science to include fifteen semester hours in earth science.

e. General science. 7-12. Completion of twenty-four semester hours in science to include course work in biological science, chemistry, and physics.

f. Physical science. 7-12. Completion of twenty-four semester hours in the physical sciences to include course work in physics, chemistry, and earth science.

g. Physics. 7-12. Completion of twenty-four semester hours in physics or thirty semester hours in the broad area of science to include fifteen semester hours in physics.

70.21(18) **Social sciences.**

a. American government. 7-12. Completion of twenty-four semester hours in American government or thirty semester hours in the broad area of social sciences to include fifteen semester hours in American government.

b. American history. 7-12. Completion of twenty-four semester hours in American history or thirty semester hours in the broad area of the social sciences to include fifteen semester hours in American history.

c. Anthropology. 7-12. Completion of twenty-four semester hours in anthropology or thirty semester hours in the broad area of social sciences to include fifteen semester hours in anthropology.

d. Economics. 7-12. Completion of twenty-four semester hours in economics or thirty semester hours in the broad area of the social sciences to include fifteen semester hours in economics, or thirty semester hours in the broad area of business to include fifteen semester hours in economics.

e. Geography. 7-12. Completion of twenty-four semester hours in geography or thirty semester hours in the broad area of the social sciences to include fifteen semester hours in geography.

f. History. K-6. Completion of twenty-four semester hours in history to include at least nine semester hours in American history and nine semester hours in world history.

g. Psychology. 7-12. Completion of twenty-four semester hours in psychology or thirty semester hours in the broad area of social sciences to include fifteen semester hours in psychology.

h. Social studies. K-6. Completion of twenty-four semester hours in social studies, to include course work from at least three of these areas: history, sociology, economics, American government, psychology, and geography.

i. Sociology. 7-12. Completion of twenty-four semester hours in sociology or thirty semester hours in the broad area of social sciences to include fifteen semester hours in sociology.

j. World history. 7-12. Completion of twenty-four semester hours in world history or thirty semester hours in the broad area of social sciences to include fifteen semester hours in world history.

70.21(19) **Speech communication/theatre.**

a. K-6. Completion of twenty semester hours in speech communication/theatre to include course work in speech communication, creative drama or theatre, and oral interpretation.

b. 7-12. Completion of twenty-four semester hours in speech communication/theatre to include course work in speech communication, oral interpretation, creative drama or theatre, argumentation and debate, and mass media communication.

70.22 **Area and grade levels of administrative endorsements.**

Endorsements	Grade Levels			
	PK-6*	7-12**	PK-12	AEA
1. Principal	X	X		
2. Superintendent			X	
3. Area Education Agency				X

* The holder of this endorsement may be assigned by local school board action to fulfill this assignment at the 7-8 grade level.

** The holder of this endorsement may be assigned by local school board action to fulfill this assignment at the 5-6 grade level.

70.23 **Administrative endorsements.**

70.23(1) **Elementary principal.**

a. Authorization. The holder of this endorsement is authorized to serve as a principal from the prekindergarten level through grade six.

- b. Program requirements.
- (1) Degree--master's
 - (2) Content: Completion of a sequence of courses and experiences which may have been a part of, or in addition to, the degree requirements. This sequence is to be at least twenty-seven semester hours to include the following:
 1. Elementary and early adolescent level administration.
 2. Elementary and early adolescent level supervision.
 3. Elementary curriculum: knowledge and skill related to elementary level curriculum development.
 4. Knowledge of early adolescent level curriculum development.
 5. Knowledge of school-community relationships.
 6. Early adolescent developmental studies or early adolescent psychology.
 7. School law.
 8. Social, philosophical, or psychological foundations.
 9. Planned field experience in elementary school administration.

- c. Other.
- (1) Have had five years of teaching experience, three years of which must have been as a classroom teacher at the PK-6 level.
 - (2) Graduates from institutions in other states who are seeking initial Iowa certification and the elementary principal's endorsement must meet the requirements for the educational certificate in addition to the experience requirements. Verified successful completion of five years of full-time teaching or administrative experience in other states, on a valid certificate, shall be considered equivalent experience provided that three years must have been as a classroom teacher at the PK-6 level.

70.23(2) Secondary principal.

- a. Authorization. The holder of this endorsement is authorized to serve as a principal in grades seven through twelve.
- b. Program requirements.
- (1) Degree--master's.
 - (2) Content: Completion of a sequence of courses and experiences which may have been a part of, or in addition to, the degree requirements. This sequence is to be at least twenty-seven semester hours to include the following:
 - Secondary level administration and supervision.
 - Early adolescent level administration and supervision.
 - Secondary curriculum: Knowledge and skill related to secondary level curriculum development.
 - Knowledge of early adolescent curriculum development.
 - Knowledge of school-community relationships.
 - Early adolescent developmental studies or early adolescent psychology.
 - School law.
 - Social, philosophical, or psychological foundations.
 - Planned field experience in secondary school administration.

- c. Other.
- (1) Have had five years of teaching experience, three years of which must have been at the secondary level (7-12).
 - (2) Graduates from institutions in other states who are seeking initial Iowa certification and the secondary principal's endorsement must meet the requirements for the educational certificate in addition to the experience requirements.

Verified successful completion of five years of full-time teaching or administrative experience in other states, on a valid certificate, shall be considered equivalent experience provided that three years must have been at the secondary level (7-12).

70.23(3) Superintendent.

a. Authorization. The holder of this endorsement is authorized to serve as a superintendent from the prekindergarten level through grade twelve. NOTE: This authorization does not permit general teaching, school service, or administration at any level except that level or area for which the holder is eligible or holds the specific endorsement(s).

- b. Program requirements.
- (1) Degree--specialist's--(or its equivalent: A master's degree plus at least thirty semester hours of planned graduate study in administration beyond the master's degree).
 - (2) Content: Completion of a sequence of courses and experiences which may have been part of, or in addition to, the degree requirements. This sequence is to be at least forty-five semester hours to include the following:
 - General elementary level administration.
 - General early adolescent level administration.
 - General secondary level administration.
 - Elementary, early adolescent, and secondary school supervision.
 - Curriculum development.
 - School law.
 - School finance.
 - School plant/facility planning.
 - School personnel/negotiations.
 - Knowledge of school-community relationships/public relations.
 - Administrative theory/principles of educational administration.
 - Social, philosophical, or psychological foundations.
 - Planned field experience in school administration.

- c. Other.
- (1) Have had three years experience as a building principal or other PK-12 district wide or area education agency administrative experience.
 - (2) Graduates from institutions in other states who are seeking initial Iowa certification and the superintendent's endorsement must meet the requirements for the educational certificate in addition to the experience requirements. Verified successful completion of eight years of full-time teaching and administrative experience in other states, on a valid certificate, shall be considered equivalent experience provided that three years must have been as a building principal or other PK-12 administrative experience.

70.23(4) AEA administrator certificate.

The area education agency administrator's certificate shall be issued to an applicant who has met the requirements in two of the four following subsections:

Requirements:

- a. Five years experience in higher education administration at a two or four-year college or university which is accredited by the north central association

of colleges and secondary schools accrediting agency or which has been certified by the north central association of colleges and secondary schools accrediting agency as a candidate for accreditation by that agency or as a school giving satisfactory assurance that it has the potential for accreditation and is making progress which, if continued, will result in its achieving accreditation by that agency within a reasonable time; or an earned doctorate in higher education administration.

b. Five years experience in special education, media services, or educational services administration; or an earned doctorate in special education, media services, or educational services or any subspecialty of these services.

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

d. Five years experience in business or other nonacademic career pursuit; or an earned doctorate in public administration or business administration.

A person shall not be issued a temporary or emergency certificate for more than one year; and an education agency shall not employ uncertificated administrators, or employ temporary or emergency certificated administrators for more than two consecutive years.

CHAPTER 71 RENEWAL OF CERTIFICATES

71.1 **Renewal information.** Rules 71.1 through 71.10 contain renewal information for those individuals desiring to renew a provisional, educational, professional teacher, professional administrator, area education agency administrator, and substitute certificate.

Individuals desiring to renew a certificate issued under some other title are referred to chapter 72.

71.2 **Renewal application forms.** Application forms for renewal may be obtained from the Iowa state department of education.

71.3 **Issue date on renewed certificates.** A renewed certificate is valid only from and after the date of issuance.

71.4 **Recency of units for renewal.** If a certificate is renewed at, or before date of expiration (a person may file for renewal as early as twelve months prior to expiration date), the units for renewal are acceptable if earned during the term of the certificate. Persons have until August 31 of the year in which the certificate expires to meet this recency requirement; however, if a person is employed at any time from July 1 to August 31 of that year, they must hold a certificate valid for that position. If a certificate is not renewed at date of expiration, the units for renewal must have been completed within a two-year period immediately preceding the date of application for the renewal.

71.5 **Renewal requirements for an educational certificate.** Eight units are needed for renewal. These units may be earned in any combination listed below.

1. One unit may be earned for each 160 days of teaching experience obtained in an educational setting during any one school year. A maximum of two units may be earned in this manner.

2. One unit may be earned for each semester hour of credit completed which leads toward the completion of a planned master's, specialist's, or doctor's degree program.

3. One unit may be earned for each semester hour of credit completed which may not lead to a degree but which adds greater depth/breadth to present endorsements held.

4. One unit may be earned for each semester hour of credit completed which may not lead to a degree but which leads to completion of requirements for an endorsement not currently held.

5. One unit may be earned upon completion of each staff development course or activity approved through guidelines established by the department of education. A maximum of five units may be earned from this section.

71.6 **Renewal requirements for a professional teacher's certificate.** Six units are needed for renewal. These units may be earned in any combination listed below.

1. One unit may be earned for each 160 days of teaching experience obtained in an educational setting during any one school year. A maximum of two units may be earned in this manner.

2. One unit may be earned for each semester hour of credit completed which leads toward the completion of a planned specialist's or doctor's degree program.

3. One unit may be earned for each semester hour of credit completed which may not lead to a degree but which adds greater depth/breadth to present endorsements held.

4. One unit may be earned for each semester hour of credit completed which may not lead to a degree but which leads to completion of requirements for a teaching endorsement not currently held.

5. One unit may be earned upon completion of each staff development course or activity approved through guidelines established by the department of education.

71.7 **Renewal requirements for a professional administrator's and area education agency administrator's certificate.** Six units are needed for renewal. These units may be earned in any combination listed below.

1. One unit may be earned for each 160 days of administrative experience obtained in an educational setting during any one school year. A maximum of two units may be earned in this manner.

2. One unit may be earned for each semester hour of credit completed which leads toward the completion of a planned specialist's or doctor's degree program.

3. One unit may be earned for each semester hour of credit completed which may not lead to a degree but which adds greater depth/breadth to present administrative endorsements held.

4. One unit may be earned for each semester hour of credit completed which may not lead to a degree but which leads to completion of requirements for an administrative endorsement not currently held.

5. One unit may be earned upon completion of each staff development course or activity approved through guidelines established by the department of education.

71.8 **Renewal requirements for the provisional certificate.** If a person meets all requirements for an educational certificate, except for 70.12, "2," it may be renewed upon written request. Only one renewal is allowed.

71.9 **Renewal requirements for a substitute certificate.** Meet one of the requirements listed below:

1. Verification of at least thirty days of substitute teaching during the term of the certificate.

2. Completion of a local education agency or area education agency course approved through staff development guidelines established by the department of education.

3. Completion of a community college, college, or university course.

71.10 **Appeal procedure.** Any teacher seeking a different level certificate who is denied the certificate due to the evaluation or other requirements may appeal the decision. The appeal shall be made in writing to the director of education who shall establish a date for the hearing within twenty days of receipt of written notice of appeal by giving five days written notice to appellant unless a shorter time is mutually agreeable. The procedures for hearing followed by the state board of education shall be applicable.

CHAPTER 72 CONVERSION INFORMATION

72.1 Classes of certificates.

72.1(1) **Permanent professional certificates.** Effective October 1, 1988, the permanent professional certificate will no longer be issued. Any permanent professional certificate issued prior to October 1, 1988, will continue in force with the endorsements and approvals appearing thereon, unless revoked or suspended for cause. If a permanent professional certificate is revoked, and, if the holder is able at a later date to overcome or remediate the reasons for the revocation, the individual may apply for the appropriate new class of certificate set forth in 70.10.

72.1(2) **Professional certificate.** Effective October 1, 1988, the current professional certificate valid for a ten-year term will no longer be issued.

72.1(3) **Conversion of the professional certificate.** All professional certificates issued prior to October 1, 1988, by meeting current renewal requirements as stipulated in 71.5, will be converted to the appropriate certificate. Endorsement(s) and approval(s) on the certificate will be converted to the current, appropriate endorsement as set forth in 70.18.

72.1(4) **Preprofessional certificate.** The preprofessional certificate will continue in effect until October 1, 1992, and will be valid for a six-year term. On that date, this class of certificate will be eliminated. This class of certificate is not available as an original certificate to new applicants; it is available to applicants who previously held Iowa certificates based on less than a bachelor's degree and who now meet current renewal requirements.

72.1(5) **Renewal requirements for the preprofessional certificate.** Twelve units are needed for renewal. Units may be earned in the following manner:

a. One renewal unit may be earned for each 160 days of teaching experience during the term of the certificate. A maximum of three renewal units may be earned in this manner.

b. One renewal unit may be earned for each semester hour of credit completed which advances one toward the completion of a baccalaureate degree and requirements for an educational certificate. All credits must be verified by the registrar at the institution showing that the credits earned apply toward that institution's requirements for the awarding of the baccalaureate degree and requirements for an educational certificate.

72.1(6) **Preprofessional certificate with a vocational endorsement.** Current preprofessional certificates with vocational endorsement(s) will be converted to the appropriate occupational certificate. See chapter 74.

72.2 Conversion and renewal of life certificates.

72.2(1) **Life certificates in force.** All life certificates issued prior to June 30, 1958, remain in force only as long as the holder permits no five-year period to pass in which the holder has not been employed in school work for at least 160 days in administration, supervision, or teaching.

72.2(2) **Conversion of life certificates.** A lapsed life certificate based on a degree is not renewed as another life certificate, but as an educational certificate.

72.2(3) **Renewal requirements for a lapsed life certificate based on a degree.** A life certificate which has lapsed may be converted to the educational certificate by meeting the current renewal requirements as stipulated in 71.5.

72.2(4) **Conversion of a life certificate based on less than a degree.** A lapsed life certificate based on less than a degree is not renewed as another life certificate, but as a preprofessional certificate. After October 1, 1992, the holder of a lapsed life certificate based on less than a degree must meet the requirements for the educational certificate in order to convert the certificate.

72.3 Conversion of term certificates issued prior to July 1, 1954.

72.3(1) **Term certificates based on a degree.** All term certificates (those certificates issued for a term or number of years) based on a bachelor's degree issued prior to July 1, 1954, by meeting current renewal requirements as stipulated in 71.5, will be converted to the educational certificate.

72.3(2) **Term certificates based on less than a degree.** All term certificates based on less than a degree which were issued prior to July 1, 1954, by meeting current renewal requirements as stipulated in 71.10, shall be converted to a preprofessional certificate. The authorization(s) appearing on the previously held Iowa term certificate will be converted to the appropriate endorsement(s). However, on or after October 1, 1992, holders of term certificates based on less than a degree must meet the requirements for the educational certificate in order to convert the certificate.

CHAPTER 73 REQUIREMENTS FOR SPECIAL EDUCATION ENDORSEMENTS

73.1 Program requirements for special education teaching endorsements.

1. Baccalaureate or master's degree from a regionally accredited institution.
2. Completion of an approved human relations component.
3. Professional education core: completed course work or evidence of competency in:
 - Structure of American education.
 - Philosophies of education.
 - Professional ethics and legal responsibilities.
 - Psychology of teaching.
 - Audiovisual/media/computer technology.
 - Human growth and development related to the grade level endorsement desired.
 - Completion of prestudent teaching field-based experiences in special education.

73.2 **Specific requirements.** For each of the following teaching endorsements in special education, the applicant must have completed twenty-four semester hours in special education.

73.2(1) Behavioral disorders.

- a. Prekindergarten-kindergarten behavioral disorders. Meet the requirements for the early childhood--special education endorsement (refer to 73.2(9)) and complete course work in:
 - (1) K-12 introduction/characteristics of behavioral disorders.
 - (2) A K-6 methods course specific to behavioral disorders.
- b. K-6 behavioral disorders.
 - (1) K-12 introduction/characteristics of behavioral disorders to include etiology of the disability, a historical perspective of its treatment, an overview of current trends in the treatment of the disability, and a study of the impact of the disability on the child and family.
 - (2) A K-6 methods course specific to behavioral disorders to include an understanding of teaching materials appropriate to behavioral disorders and skill in curriculum planning and modification.
 - (3) A course of a general survey nature in the area of exceptional children.
 - (4) A course or courses in the collection and use of academic and behavioral data for the educational diagnosis, assessment, and evaluation of special education pupils which should include:
 1. Norm-referenced instruments (including behavioral rating measures).
 2. Criterion-referenced instruments.
 3. Ecological assessment techniques.
 4. Systematic observation.
 5. Individual trait or personality assessments.
 6. Social functioning data.
 7. Application of assessment results to individualized program development and management.
 - (5) Course work or evidence of competency in:
 1. Individual behavioral management, behavioral change strategies, and classroom management.
 2. Methods and strategies for working with parents, regular classroom teachers, support service personnel, paraprofessionals, and other individuals involved in the education program.

(6) Student teaching specifically in a behavioral disorders K-6 categorical program.

c. 7-12 behavioral disorders.

(1) Same as K-6 behavioral disorders except that methods and student teaching must be 7-12 instead of K-6.

(2) A course in career-vocational programming for special education students.

73.2(2) **Mental disabilities: mild/moderate.**

a. Prekindergarten-kindergarten mental disabilities.

Meet the requirements for early childhood--special education. Refer to 73.2(9).

b. K-6 mental disabilities: mild/moderate.

(1) K-12 introduction/characteristics of mental disabilities to include the etiology of the disability, a historical perspective of its treatment, an overview of current trends in the treatment of the disability, and a study of the impact of the disability on the child and family.

(2) K-6 curriculum, methods and materials course for students with mild mental disabilities (to include the concepts of career-vocational education, transition, and integration).

(3) K-12 functional, age-appropriate, longitudinal curriculum development (life skills) course for students with moderate mental disabilities which should include:

1. Assessment and evaluation.

2. Instructional methodology.

3. Integration and social interactions in regular schools and community environments.

4. Transition process from school to community environments.

5. Career-vocational programming.

(4) A course of a general survey nature in the area of exceptional children.

(5) A course or courses in the collection and use of academic and behavioral data for the educational diagnosis, assessment and evaluation of special education pupils which should include:

1. Norm-referenced instruments (including behavioral rating measures).

2. Criterion-referenced instruments.

3. Ecological assessment techniques.

4. Systematic observation.

5. Individual trait or personality assessments.

6. Social functioning data.

7. Application of assessment results to individualized program development and management.

(6) Course work or evidence of competency in:

1. Individual behavioral management, behavioral change strategies, and classroom management.

2. Methods and strategies for working with parents, regular classroom teachers, support services personnel, paraprofessionals, and other individuals involved in the educational program.

(7) K-6 student teaching in mild mental disabilities categorical program.

(8) K-6 student teaching in moderate mental disabilities categorical program.

There must be a student teaching experience with both mildly and moderately handicapped students; however, one practicum may be completed if the experiences and responsibilities are comparable to student teaching.

c. 7-12 mental disabilities: mild/moderate.

(1) Same as K-6 mental disabilities except that the mild methods and mild student teaching must be completed 7-12 instead of K-6.

(2) A course in career-vocational programming for special education students.

73.2(3) **Mental disabilities: moderate/severe/profound.**

The holder of this endorsement is authorized to teach students with moderate, severe, and profound multiple handicaps from age five to age twenty-one (and to a maximum allowable age in accord with Iowa Code section 281.8).

a. Prekindergarten-kindergarten mental disabilities. Meet the requirements for early childhood--special education. Refer to 73.2(9).

b. K-12 mental disabilities: moderate/severe/profound.

(1) K-12 introduction/characteristics of mental disabilities to include the etiology of the disability, a historical perspective of its treatment, an overview of current trends in the treatment of the disability, and a study of the impact of the disability on the child and family.

(2) K-12 functional, age-appropriate, longitudinal curriculum development (life skills) course for students with moderate mental disabilities which should include:

1. Assessment and evaluation.

2. Instructional methodology.

3. Integration and social interactions in regular schools and community environments.

4. Transition process from school to community environments.

5. Career-vocational programming.

(3) K-12 functional, age-appropriate, longitudinal curriculum development (life skills) course for students with severe/profound multiple handicaps which should include:

1. Assessment and evaluation.

2. Instructional methodology covering adaptations and the concept of partial participation.

3. Integration and social interactions in regular schools and community environments.

4. Transition process from school to community environments.

5. Career-vocational programming.

(4) A course of a general survey nature in the area of exceptional children.

(5) Course work or evidence of competency in:

1. Individual behavioral management, behavioral change strategies, and classroom strategies.

2. Methods and strategies for working with parents, regular classroom teachers, support services personnel, paraprofessionals, and other individuals involved in the educational program.

(6) K-6 or 7-12 student teaching with students who experience moderate mental disabilities.

(7) K-6 or 7-12 student teaching experience with students with severe/profound multiple handicaps.

There must be a student teaching experience with both moderate and severe/profound multiply handicapped students; however, one practicum may be completed if the experiences and responsibilities are comparable to student teaching.

73.2(4) **Learning disabilities.**

a. K-6 learning disabilities.

(1) A K-12 introductory course of learning disabilities that includes a historical perspective to the field's development, characteristics and etiology, definitions and identification procedures, conceptual orientations, treatment and intervention, impact of the disability on the individual and family, and current trends and issues.

(2) A K-6 instructional methods and strategies course specific to learning disabilities that at least covers the areas of reading, written expression, listening comprehension, oral language, mathematics, independent student behaviors, social skills, and curriculum development.

(3) At least one of the following courses:

1. Methods in remedial reading.
2. Methods in remedial mathematics.
3. Language and language disorders.
4. Methods in behavioral disorders.

(4) A course of a general survey nature in the area of exceptional children.

(5) A course or courses in the collection and use of academic and behavioral data for the educational diagnosis, assessment, and evaluation of special education pupils which should include:

1. Norm-referenced instruments (including behavioral rating measures).
2. Criterion-referenced instruments.
3. Ecological assessment techniques.
4. Systematic observation.
5. Individual trait or personality assessments.
6. Social functioning data.
7. Application of assessment results to individualized program development and management.

(6) Course work or evidence of competency in:

1. A course in individual behavioral management, behavioral change strategies, and classroom management.
2. A methods and strategies course for working with parents, regular classroom teachers, support services personnel, paraprofessionals, and other individuals involved in the educational program.

(7) Student teaching specifically in a K-6 learning disabilities categorical program.

b. 7-12 learning disabilities.

(1) Same as K-6 learning disabilities except that instructional methods and strategies course and student teaching must be 7-12 instead of K-6.

(2) A course in career-vocational programming for special education students.

73.2(5) Physically handicapped.

a. Prekindergarten-kindergarten physically handicapped.

Meet the requirements for early childhood--special education. Refer to 73.2(9).

b. K-6 physically handicapped.

(1) K-6 introduction/characteristics of physically handicapped to include the etiology of the disability, a historical perspective of its treatment, an overview of current trends in the treatment of the disability, and a study of the impact of the disability on the child and family.

(2) A K-6 methods course specific to physically handicapped to include an understanding of teaching materials appropriate to the physically handicapped and skill in curriculum planning and modification.

(3) A course of a general survey nature in the area of exceptional children.

(4) A course or courses in the collection and use of academic and behavioral data for the educational diagnosis, assessment, and evaluation of special education pupils which should include:

1. Norm-referenced instruments (including behavioral rating measures).
2. Criterion-referenced instruments.
3. Ecological assessment techniques.
4. Systematic observation.
5. Individual trait or personality assessments.
6. Social functioning data.
7. Application of assessment results to individualized program development and management.

(5) Course work or evidence of competency in:

1. Individual behavioral management, behavioral change strategies, and classroom management.
2. Methods and strategies for working with parents, regular classroom teachers, support services personnel, paraprofessionals, and other individuals involved in the educational program.

(6) Student teaching specifically in a K-6 physically handicapped categorical program.

c. 7-12 physically handicapped.

(1) Same as K-6 physically handicapped except that methods and student teaching must be 7-12 instead of K-6.

(2) A course in career-vocational programming for special education.

73.2(6) Hearing impaired.

a. Prekindergarten-kindergarten hearing impaired. Meet the requirements for the K-6 hearing impaired endorsement and complete course work in:

(1) Curriculum development and instructional methods for working with young hearing impaired children (birth through age six).

(2) A course specific to using various communication systems with hearing impaired children.

(3) The education of hearing impaired infants and their parents to include the parent-infant relationship, parent training, social/economic issues affecting the family, and development of model parent-infant programs.

(4) A student teaching experience or practicum with hearing impaired children (birth through age six).

b. K-6 hearing impaired.

(1) Anatomy and physiology of the hearing mechanism.

(2) Language development and disorders.

(3) Teaching academic subjects to the hearing impaired.

(4) Teaching language and speech to the deaf/hearing impaired.

(5) A course in the use of sign language for the hearing impaired.

(6) A course of a general survey nature in the area of exceptional children.

(7) A course or courses in the collection and use of academic and behavioral data for the educational diagnosis, assessment, and evaluation of special education pupils which should include:

1. Norm-referenced instruments (including behavioral rating measures).
2. Criterion-referenced instruments.
3. Ecological assessment techniques.
4. Systematic observation.
5. Individual trait or personality assessments.
6. Social functioning data.

7. Application of assessment results to individualized program development and management.

(8) Course work or evidence of competency in:

1. Individual behavioral management, behavioral change strategies, and classroom management.

2. Methods and strategies for working with parents, regular classroom teachers, support services personnel, paraprofessionals, and other individuals involved in the educational program.

3. Understanding the multiply handicapped child.

(9) Student teaching specifically in a hearing impaired K-6 categorical program.

c. 7-12 hearing impaired.

(1) Same as K-6 hearing impaired except that student teaching must be 7-12 instead of K-6.

(2) A course in career-vocational programming for special education students.

d. Itinerant teacher--hearing impaired. The holder of this endorsement is authorized to serve as an itinerant teacher with children from birth to twenty-one years (and to a maximum allowable age in accord with Iowa Code section 281.8). The applicant shall have met the requirements for one of the above endorsements and in addition thereto the following course work:

(1) Effective techniques for working with families of preschool handicapped children.

(2) Consultation processes in special education.

73.2(7) Visually impaired.

a. Prekindergarten-kindergarten visually impaired. Meet the requirements for early childhood--special education. Refer to 73.2(9).

b. K-6 visually impaired.

(1) Anatomy and physiology of the visual mechanism.

(2) Introduction to instruction of the visually impaired.

(3) Braille.

(4) Techniques of instruction for the visually impaired.

(5) A course of a general survey nature in the area of exceptional children.

(6) A course or courses in the collection and use of academic and behavioral data for the educational diagnosis, assessment, and evaluation of special education pupils which should include:

1. Norm-referenced instruments (including behavioral rating measures).

2. Criterion-referenced instruments.

3. Ecological assessment techniques.

4. Systematic observation.

5. Individual trait or personality assessments.

6. Social functioning data.

7. Application of assessment results to individualized program development and management.

(7) Course work or evidence of competency in:

1. Individual behavioral management, behavioral change strategies, and classroom management.

2. Methods and strategies for working with parents, regular classroom teachers, support services personnel, paraprofessionals, and other individuals involved in the educational program.

3. Understanding the multiply handicapped child.

4. Knowledge of latest technology when working with visually impaired.

(8) Student teaching in K-6 categorical visually impaired program.

c. 7-12 visually impaired.

(1) Same as K-6 visually impaired except that student teaching must be 7-12 instead of K-6.

(2) A course in career-vocational programming for special education students.

d. Itinerant teacher--visually impaired. The holder of this endorsement is authorized to serve as an itinerant teacher with children from birth to twenty-one years (and to a maximum allowable age in accord with Iowa Code section 281.8). The applicant shall have met the requirements for one of the above endorsements and in addition thereto the following course work:

(1) Effective techniques for working with families of preschool handicapped children.

(2) Consultation processes in special education.

73.2(8) Multicategorical resource teacher--mildly handicapped.

a. K-6 multicategorical resource. The holder of this endorsement must meet the requirements to serve as a teacher of the nonhandicapped. See 70.18.

(1) A K-12 introductory course for providing educational services to the mildly disabled youngsters in multicategorical programs which should include current trends and issues for serving these youngsters, basic theoretical and practical approaches, educational alternatives, implication of federal and state statutes and related services, and the importance of the multidisciplinary team in providing more appropriate educational programming.

(2) A K-6 methods and strategies course which includes numerous models for providing curricular and instructional methodologies utilized in the education of the mildly handicapped.

(3) Two strategy courses chosen from the following list:

1. A methods course for mental disabilities.

2. A methods course for learning disabilities.

3. A methods course for behavioral disorders.

4. A course in remedial reading.

5. A course in remedial mathematics.

(4) A course of a general survey nature in the area of exceptional children.

(5) A course or courses in the collection and use of academic and behavioral data for the educational diagnosis, assessment, and evaluation of special education pupils which should include:

1. Norm-referenced instruments (including behavioral rating measures).

2. Criterion-referenced instruments.

3. Ecological assessment techniques.

4. Systematic observation.

5. Individual trait or personality assessments.

6. Social functioning data.

7. Application of assessment results to individualized program development and management.

(6) Course work or evidence of competency in:

1. Individual behavior management, behavioral change strategies, and classroom management.

2. Methods and strategies for working with parents, support services personnel, regular classroom teachers, paraprofessionals, and other individuals involved in the educational program.

(7) Student teaching in a K-6 multicategorical resource room--mildly handicapped.

b. 7-12 multicategorical resource.

(1) The holder of this endorsement must meet the requirements to serve as a teacher of the nonhandicapped. See rule 70.18.

(2) Same as K-6 except that student teaching and the instructional strategies course for the multicategorical resource room must be 7-12 instead of K-6.

(3) A course in career-vocational programming for special education students.

73.2(9) Early childhood--special education.

a. A course of a general survey nature in the area of exceptional children.

b. Course work specifically focused on special education children from conception to age three which should include:

(1) Development.

(2) Screening, assessment, and evaluation.

(3) Service delivery models.

(4) Curriculum, including behavior management.

(5) Working with adult learners.

(6) Prestudent teaching field experience in home instruction programs.

c. Course work specifically focused on special education children from age three to six which should include:

(1) Development.

(2) Screening, assessment, and evaluation.

(3) Service delivery models.

(4) Curriculum, including behavior and classroom management.

(5) Prestudent teaching field experience to include severely or multiply handicapped.

d. A course which focuses on specific strategies for working with adult learners and family systems.

e. A course specific to communication development and information on alternative communication systems for special education children.

f. A course specific to methods and materials for working with young children with severe/profound or multiple disabilities to include medical issues, exercises in problem solving specific to adaptations of materials, equipment and programs, and utilization of human resources.

g. A course which focuses on working with others which explores in-depth the myriad of related service agencies at the federal, state and local levels which may be needed to appropriately serve young children and their families who may be categorized as medically fragile, disadvantaged, handicapped, in need of respite services, or from single parent families.

h. A course in cardiopulmonary resuscitation and first-aid training.

i. Adequate preparation in methods and techniques for working with the medically fragile and technologically dependent children.

j. A student teaching experience in an early childhood special education program.

73.2(10) Multicategorical special class with integration.

a. Prekindergarten-kindergarten multicategorical special class with integration.

Meet the requirements for the following endorsement: early childhood--special education. Refer to 73.2(9).

b. K-6 multicategorical special class with integration.

Meet the requirements for two of the following endorsements:

(1) K-6 behavioral disorders.

(2) K-6 mental disabilities.

1. Mild/moderate, or

2. Moderate/severe/profound.

(3) K-6 learning disabilities.

(4) One of the endorsements may include:

1. K-6 physically handicapped.

2. K-6 hearing impaired.

3. K-6 visually impaired.

c. 7-12 multicategorical special class with integration. Same as K-6 except the grade level must be 7-12.

If all of the requirements for two endorsements are met with the exception of the student teaching experiences, one student teaching experience in a multicategorical special class with integration program may be completed.

73.2(11) Speech and language teacher. Reserved.

73.3 Special education support personnel.

1. Authorizations requiring a certificate.

a. Based on teaching endorsements.

(1) Consultant.

(2) Educational strategist.

(3) Itinerant hospital services or home services teacher.

(4) Special education media specialist.

(5) Supervisor of special education--instructional.

(6) Work experience coordinator.

b. Based on school centered preparation but sequence of course work does not permit service as a teacher.

(1) School audiologist.*

(2) School psychologist.

(3) School social worker.*

(4) Speech and language clinician.*

(5) Supervisor of special education--support.

c. Director of special education.

2. Authorizations requiring statements of professional recognition and licenses obtained from the division of licensure, Iowa department of public health or the board of nursing.

(1) School audiologist.*

(2) School occupational therapist.

(3) School physical therapist.

- (4) School social worker.*
- (5) Special education nurse.
- (6) Speech and language clinician.*

*There are two avenues available for the authorization. Only one is required.

73.3(1) Special education consultant.

a. Authorization. The holder of this endorsement is authorized to serve as a special education consultant. This support personnel provides ongoing assistance to instructional programs for pupils requiring special education.

Consultant endorsements are available in mental disabilities, behavioral disorders, learning disabilities, physical disabilities, hearing impaired, visually impaired, early childhood--special education, multicategorical resource room--mildly handicapped. The early childhood--special education consultant endorsement allows the individual to provide services to programs with pupils below the age of seven. All other consultants can serve programs with pupils from age five to twenty-one (and to a maximum allowable age in accord with Iowa Code section 281.8).

b. Program requirements.

- (1) Degree--master's.

1. Option 1: Master's in special education in an endorsement area listed under rule 73.2.

2. Option 2: Master's in another area of education plus thirty graduate semester hours in special education (instructional). These hours may have been part of, or in addition to, the degree requirements.

(2) Content: This sequence is to be at least eight graduate semester hours to include the following:

- 1. Curriculum development design.
- 2. Consultation process in special or regular education:

(a) Examination, analysis, and application of a methodological model for consulting with teachers and other adults involved in the educational program.

(b) Interpersonal relations, interaction patterns, interpersonal influence, and communication skills.

3. Skills required for conducting a needs assessment, delivering staff inservice needs, and evaluating inservice sessions.

c. Other.

(1) Meet the requirements for the special education teaching endorsement congruent with the consultant authorization desired.

(2) Four years of successful teaching experience, two of which must be congruent with the consultant authorization desired.

73.3(2) Educational strategist.

a. Authorization. The holder of this endorsement is authorized to serve as an educational strategist. This special education support personnel provides assistance to regular classroom teachers in developing intervention strategies for pupils who are mildly handicapped in obtaining an education but can be accommodated in the regular classroom environment.

b. Program requirements.

- (1) Degree--master's.

1. Option 1: Master's in special education in an endorsement area listed under rule 73.2.

2. Option 2: Master's in another area plus thirty graduate semester hours in special education (instructional). These hours may have been part of, or in addition to, the degree requirements.

(2) Content. Completion of the strategist training program to include the following components to total a minimum of eight graduate semester hours:

- 1. Interpersonal interaction patterns.
- 2. Communication skills.
- 3. Response effectiveness.
- 4. Educational diagnosis and remediation.
- 5. Instructional analysis (task, abilities and related processes).
- 6. Behavior management--motivational factors.
- 7. Formulation of treatment strategies--concept teaching, teaching strategy format.
- 8. Practicum in consultative, diagnostic, and treatment design experiences.

c. Other.

(1) Hold one of the special education teaching endorsements. This authorization is restricted to the instructional grade level held:

- 1. Prekindergarten-kindergarten.
- 2. K-6.
- 3. 7-12.

(2) Four years of successful teaching experience, two of which must be completed in regular education.

73.3(3) Itinerant hospital services or home services teacher.

a. Authorization. The holder of this endorsement is authorized to provide instructional services to those special education pupils hospitalized or homebound and unable to attend class.

b. Program requirements. Degree--baccalaureate.

c. Other.

(1) Hold a teaching certificate. This authorization is restricted to the instructional grade level held:

- 1. Prekindergarten-kindergarten.
- 2. K-6.
- 3. 7-12.

(2) Personnel assigned to provide instructional services in psychiatric wards must have the endorsement to serve behavioral disordered students at the proper instructional grade level.

73.3(4) Special education media specialist.

a. Authorization. The holder of this endorsement is authorized to serve as a special education media specialist. This support personnel provides correlation of media services only for pupils requiring special education.

b. Program requirements. Degree--master's with emphasis in the specialized area of educational media.

c. Other. Hold one of the teaching endorsements for special education or one of the teaching endorsements outlined under rule 70.18.

73.3(5) Supervisor of special education--instructional.

a. Authorization. The holder of this endorsement is authorized to serve as a supervisor of special education instructional programs. There are two endorsements available within this category:

- (1) The early childhood--special education supervisor endorsement allows the individual to provide services to programs with pupils below the age of seven.
- (2) The supervisor of special education--instruction endorsement (K-12) allows the individual to provide services to programs with pupils from five to twenty-one (and to a maximum allowable age in accord with Iowa Code section 281.8).

b. Program requirements.

(1) Degree--master's.

1. Option 1: Master's in special education in an endorsement area listed under rule 73.2.

2. Option 2: Master's in another area of education plus thirty graduate semester hours in special education (instructional). These hours may have been part of, or in addition to, the degree requirements.

(2) Hold or meet the requirements for the consultant endorsement.

(3) Content. The program shall include a minimum of sixteen graduate semester hours to specifically include the following:

1. Course work requirements specified for special education consultant. Refer to subrule 73.3(1).
2. Current issues in special education administration.
3. School personnel administration.
4. Program evaluation.
5. Educational leadership.
6. Administration and supervision of special education.
7. Practicum: Special education administration. Note: This requirement can be waived based on two years of experience as a special education administrator.

c. Other.

(1) Two years of consultant/supervisor/coordinator/head teacher or equivalent experience in special education.

(2) The supervisor for early childhood--special education would need to meet the requirements for that endorsement. The K-12 supervisor would need to meet the requirements for one special education teaching endorsement to include instructional grade levels K-6 and 7-12.

73.3(6) Work experience coordinator.

a. Authorization. The holder of this endorsement is authorized to provide support service as a work experience coordinator to secondary school programs, grades 7-12 (and to a maximum allowable age in accord with Iowa Code section 281.8).

b. Program requirements.

(1) Degree--baccalaureate.

(2) Content:

1. A course in career-vocational programming for special education students (if not included in program for 7-12 endorsement).
2. A course in coordination of cooperative occupational education programs.
3. A course in career-vocational assessment and guidance of the handicapped.

c. Other. Hold a special education endorsement--grades 7-12.

73.3(7) School audiologist.

a. Authorization. The holder of this endorsement (or statement of professional recognition) is authorized to serve as a school audiologist to pupils with hearing impairments from birth to twenty-one (and to a maximum allowable age in accord with Iowa Code section 281.8).

Option 1:

b. Program requirements.

(1) Degree--a master's degree in audiology.

(2) Content. Completed the requirements in audiology and has also completed the professional education sequence, i.e., twenty semester hours including student teaching/internship as a school audiologist. Courses in the following areas may be recognized for meeting the twenty-hour sequence:

1. Curriculum courses (e.g., reading, methods, curriculum development, etc.).
 2. Foundations (e.g., philosophy of education, foundations of education, etc.).
 3. Educational measurements (e.g., school finance, tests and measurements, measures and evaluation of instruction, etc.).
 4. Educational psychology (e.g., educational psychology, educational psychology measures, principles of behavior modification, etc.).
 5. Courses in special education (e.g., introduction to special education, learning disabilities, etc.).
 6. Child development courses (e.g., human growth and development, principles and theories of child development, history of early childhood education, etc.).
- General education courses (e.g., introduction to psychology, sociology, history, literature, humanities, etc.) will not be credited as meeting the twenty hours.
- (3) Completion of an approved human relations component.
 - (4) The program must include preparation that contributes to the education of the handicapped and the gifted and talented.

Option 2: Statement of professional recognition (SPR).

If a person has completed a master's in audiology but has not completed the education sequence or chooses not to be certified, a license must be obtained from the Iowa state board of speech pathology and audiology examiners, Iowa department of public health. Additionally, the person is required to obtain a statement of professional recognition (SPR) from the teacher education and certification bureau, department of education.

Procedure for acquiring the statement of professional recognition: The special education director (or designee) of the area education agency must submit a letter requesting that the authorization be issued. The following documents must be included:

1. A copy of a temporary or regular license issued from the division of licensure, Iowa department of public health.

2. An official transcript reflecting the master's degree in audiology.

A temporary SPR will then be issued for one school year. An approved human relations course must be completed before the start of the next school year. The applicant must provide evidence that:

(1) The human relations component has been fulfilled within the required time frame, and

(2) The class of license from the division of licensure is regular in the event a temporary license was issued initially.

73.3(8) School psychologist.

a. Authorization. The holder of this endorsement is authorized to serve as a school psychologist with pupils from birth to twenty-one (and to a maximum allowable age in accord with Iowa Code section 281.8).

b. Program requirements.

(1) An applicant shall have completed an approved program of graduate study in preparation for service as a school psychologist through one of the following options:

1. Completion of a master's degree with sufficient graduate semester hours beyond a baccalaureate degree to total sixty; or
2. Completion of a specialist's degree of at least sixty graduate semester hours with or without completion of a terminal master's degree program; or
3. Completion of a sixty semester hour master's degree program.

The program must include a practicum in a school setting designed to give the school psychologist an opportunity to develop an understanding of the role of psychology in the classroom through participation in classroom procedures in a supportive role.

- (2) Complete an approved human relations component.
- (3) The program must include preparation that contributes to the education of the handicapped and the gifted and talented.

73.3(9) Speech and language clinician.

a. Authorization. The holder of this endorsement (or statement of professional recognition) is authorized to serve as a speech and language clinician to pupils from birth to twenty-one (and to a maximum allowable age in accord with Iowa Code section 281.8).

Option 1:

b. Program requirements.

- (1) Degree--master's in speech pathology.
- (2) Content. Completion of the requirements in speech pathology and the professional education sequence, i.e., twenty semester hours including student teaching/internship as a school speech and language clinician. Courses in the following areas may be recognized for meeting the twenty-hour sequence:
 1. Curriculum courses (e.g., reading, methods, curriculum development, etc.).
 2. Foundations (e.g., philosophy of education, foundations of education, etc.).
 3. Educational measurements (e.g., school finance, tests and measurements, measures and evaluation of instruction, etc.).
 4. Educational psychology (e.g., educational psychology, educational psychology measures, principles of behavior modification, etc.).
 5. Courses in special education (e.g., introduction to special education, learning disabilities, etc.).
 6. Child development courses (e.g., human growth and development, principles and theories of child development, history and theories of early childhood education, etc.).General education courses (e.g., introduction to psychology, sociology, history, literature, humanities, etc.) will not be credited as meeting the twenty hours.
- (3) Completion of an approved human relations component.
- (4) The program must include preparation that contributes to the education of the handicapped and the gifted and talented.

Option 2. Statement of professional recognition (SPR).

If a person has completed a master's degree in speech pathology but has not completed the education sequence or chooses not to be certified, a license must be obtained from the Iowa state board of speech pathology and audiology examiners, Iowa department of public health. Additionally, the person is required to obtain a statement of professional recognition (SPR) from the teacher education and certification bureau, department of education.

Procedure for acquiring the statement of professional recognition. The special education director (or designee) of the area education agency must submit a letter requesting that the authorization be issued. The following documents must be included:

1. A copy of a temporary or regular license issued from the division of licensure, Iowa department of public health.
 2. An official transcript reflecting the master's degree in speech pathology.
- A temporary SPR will then be issued for one school year. An approved human relations course must be completed before the start of the next school year. The applicant must provide evidence that:

- (1) The human relations component has been fulfilled within the required time frame, and
- (2) The class of license from the division of licensure is regular in the event a temporary license was issued initially.

73.3(10) Supervisor of special education--support.

a. Authorization. The holder of this endorsement is authorized to serve as a supervisor of special education support programs. (This includes the hearing conservation/educational services which encompass the hearing impaired instructional programs.)

The supervisor authorization is discipline specific.

b. Program requirements.

- (1) Degree--master's in preparation for school psychology, speech/language pathology, audiology (or education of the hearing impaired), or social work.
- (2) Content. The program shall include a minimum of sixteen graduate semester hours to specifically include the following:
 1. Consultation process in special or regular education.
 2. Current issues in special education administration.
 3. Program evaluation.
 4. Educational leadership.
 5. Administration and supervision of special education.
 6. Practicum: Special education administration. Note: This requirement can be waived based on two years of experience as a special education administrator.

c. Other.

- (1) Four years of support service in a school setting with special education students in the specific discipline area desired.
- (2) Meet the certification requirements for one of the following endorsements:
 1. School audiologist (or hearing impaired at K-6 and 7-12).
 2. School psychologist.
 3. School social worker.
 4. Speech and language clinician.

An individual holding a statement of professional recognition is not eligible for the supervisor endorsement.

73.3(11) Director of special education.

a. Authorization. The holder of this endorsement is authorized to serve as a director of special education. Assistant directors, special education coordinators and other equivalent types of positions are required to hold this endorsement.

b. Program requirements. Degree--specialist or its equivalent: A master's degree plus at least thirty-two semester hours of planned graduate study in administration or special education beyond the master's degree.

(1) Hold or meet the requirements for supervisor of special education--instructional endorsement (refer to subrule 73.3(5)) or support (refer to subrule 73.3(10)).

(2) Content. The program shall include a minimum of thirty-two graduate semester hours, sixteen semester hours of which are outlined under supervisor of special education--instructional or support.

1. Foundations of school administration.
2. School finance.
3. School law.
4. School--community relations.
5. Electives in educational administration, special education, school

psychology, speech/language pathology, audiology, and school social work so that the program totals thirty-two graduate semester hours.

c. Other.

Option 1:

Instructional. Meet the requirements for one special education teaching endorsement to include at least two of the following levels:

1. Early childhood--special education.
2. K-6.
3. 7-12.

Option 2:

Support. Meet the certification requirements for one of the following endorsements:

1. School audiologist.
2. School psychologist.
3. School social worker.
4. Speech and language clinician.

An individual holding a statement of professional recognition is not eligible for the director endorsement.

73.3(12) School occupational therapist.

a. Authorization. The holder of this authorization can serve as a school occupational therapist to pupils with physical impairments from birth to twenty-one (and to a maximum allowable age in accord with Iowa Code section 281.8).

The legalization for this support personnel is through a statement of professional recognition (SPR) and not through a certificate.

b. Program requirements.

(1) Degree or equivalent baccalaureate in occupational therapy.

(2) Hold a valid license to practice occupational therapy in Iowa as granted by the division of licensure, Iowa department of public health.

Procedure for acquiring a statement of professional recognition (SPR):

The special education director (or designee) of the area education agency must submit a letter to the division requesting that the authorization be issued. Additionally, these documents must be submitted:

1. A copy of a temporary or regular license from the division of licensure, Iowa department of public health.
2. An official transcript.

A temporary SPR will then be issued for one school year. An approved human relations course must be completed before the start of the next school year. The applicant must provide evidence that:

- (1) The human relations component has been fulfilled within the required time frame, and
- (2) The class of license from the division of licensure is regular in the event a temporary license was issued initially.

73.3(13) School physical therapist.

a. Authorization. The holder of this authorization can serve as a school physical therapist to pupils with physical impairments from birth to twenty-one (and to a maximum allowable age in accord with the Iowa Code section 281.8).

The legalization for this support service personnel is through a statement of professional recognition (SPR) and not through a certificate.

b. Program requirements.

- (1) Degree or equivalent baccalaureate in physical therapy.
- (2) Hold a valid license to practice physical therapy in Iowa as granted by the division of licensure, Iowa department of public health.

Procedure for acquiring a statement of professional recognition (SPR):

The special education director (or designee) of the area education agency must submit a letter to the division requesting that the authorization be issued. Additionally, these documents must be submitted:

1. A copy of a temporary or regular license from the division of licensure.
2. An official transcript.

A temporary SPR will then be issued for one school year. An approved human relations course must be completed before the start of the next school year. The applicant must provide evidence that:

- (1) The human relations component has been fulfilled within the required time frame, and
- (2) The class of license from the division of licensure is regular in the event a temporary license was issued initially.

73.3(14) Special education nurse.

a. Authorization. The holder of this authorization is authorized to serve as a special education nurse to pupils requiring special education from birth to twenty-one (and to a maximum allowable age in accord with Iowa Code section 281.8).

The legalization for this support service personnel is through a statement of professional recognition (SPR) and not through a certificate.

b. Program requirements. Degree--baccalaureate in nursing or master's in nursing.

c. Other.

- (1) Current licensure in the state of Iowa by the board of nursing.
- (2) Two years experience in public health nursing including service to schools or as a school nurse.

Temporaries. A professional registered nurse who does not meet the criteria of 73.3(4)"c,"(2): The applicant must complete six semester credits of graduate or undergraduate course work in special education within one school year after receiving temporary authorization.

Procedure for acquiring a statement of professional recognition:

The special education director (or designee) of the area education agency must submit a letter to the division requesting that the statement of professional recognition be issued. Additionally, these documents must be submitted:

1. A copy of the license issued from the Iowa board of nursing.
2. An official transcript.
3. Verification of 73.3(4)"c,"(2).

A temporary SPR will then be issued for one school year. An approved human relations course must be completed before the start of the next school year.

73.3(15) School social worker.

a. Authorization. The holder of this endorsement is authorized to serve as a school social worker to pupils from birth to twenty-one (and to a maximum allowable age in accord with Iowa Code section 281.8).

Option 1:

b. Program requirements. Master's degree in social work from an accredited school of social work to include a minimum of twenty semester hours of course work (including practicum experience) which demonstrates skills, knowledge, and competencies in the following areas:

(1) Social work: Study and knowledge in the following three areas:

1. Assessment (e.g., social, emotional, behavioral, and familial, etc.).
2. Intervention (e.g., individual, group, family counseling, etc.).
3. Related studies (e.g., community resource coordination, multidiscipline

teaming, organizational behavior, research, etc.).

(2) Education. Study and knowledge in the following areas:

1. General education (e.g., school law, foundations of education, methods, psychoeducational measurement, behavior management, child development, etc.).
2. Special education (e.g., exceptional children, psychoeducational measurement, behavior management, special educational regulations, counseling school age children, etc.).

3. Practicum experience: The program shall include an experience in a school setting under the supervision of an experienced school social work practitioner. The practicum shall include experiences in assessment; direct services to children and families; consultation; staffing, community liaison and documentation; which leads to the development of professional identity and the disciplined use of self. If a person has served two years as a school social worker the practicum experience can be waived.

4. Completion of an approved human relations component.

5. The program must include preparation that contributes to the education of the handicapped and the gifted and talented.

Option 2:

Statement of professional recognition (SPR).

The special education director (or designee) of the area education agency must submit a letter requesting that the authorization be issued. Additionally, an official transcript reflecting the master's in social work must be included. If a person qualifies for a regular license, that must also be submitted. A temporary SPR will then be issued for one school year. An approved human relations course must be completed before the start of the next school year. The applicant must

provide evidence that the human relations component has been fulfilled within the required time frame. A temporary SPR will be granted for one additional school year if the person does not qualify for a license. At the end of the second school year the applicant must submit a copy of a regular license.

CHAPTER 74
OCCUPATIONAL AND POSTSECONDARY
CERTIFICATION AND ENDORSEMENTS

74.1 Requirements for secondary level (grades 7-12). Provisional certificates will be issued if the requirements of rule 70.11 have been met. Requirements for adding secondary level occupational endorsements.

74.1(1) Agricultural sciences and agribusiness. Completion of twenty-four semester hours in agricultural business management or economics, agricultural mechanics, agronomy, animal science, and horticulture. One thousand hours of work experience in one or more agriculture-related occupations. Course work in agriculture education to include foundations of vocational and career education, planning and implementing courses and curriculum, methods and techniques of instruction, evaluation of programs and students, and in the coordination of cooperative experience education programs.

74.1(2) Marketing/distributive education. Completion of twenty-four semester hours in business to include a minimum of six semester hours each in marketing, management, and economics. Three thousand hours of recent, relevant work experience in occupations where the distribution of goods and services were the prime function. Course work in foundations of vocational and career education, in curriculum design oriented to marketing, and in the coordination of cooperative education programs.

74.1(3) Office education. Completion of twenty-four semester hours in business to include course work in office management, business communications, word and data processing and computer applications in business. Three thousand hours of recent, relevant work experience in an office-related occupation. Course work in foundations of vocational and career education, in curriculum design oriented to office education, and in the coordination of cooperative education programs.

74.1(4) Consumer and homemaking education. Completion of twenty-four semester hours in food and nutrition, consumer education, family living and parenthood education, child development, housing, home and resource management, and clothing and textiles. Four hundred hours of work experience in one or more homemaking or consumer related occupations. Course work in consumer and homemaking education to include methods and techniques of instruction, foundations of vocational and career education, course and curriculum development, and evaluation of programs and students.

74.1(5) Occupational home economics.

a. Option 1. Completion of the requirements for consumer and homemaking education (see 74.1(4)) and special preparation in the occupational area or four hundred hours of employment related specifically to the occupational area.

b. Option 2. Completion of a baccalaureate degree with a major in the occupational area, course work in methods and techniques of teaching, course and curriculum development, evaluation of programs and students, foundations of vocational and career education, coordination of cooperative programs, and a teaching practicum (supervised or assessment of other teaching experience), four hundred hours of employment related specifically to the occupational area.

74.1(6) Multioccupations. Completion of any 7-12 endorsement and in addition, thereto, course work in foundations of vocational and career education, coordination of cooperative programs and competency based curriculum development. Four thousand hours of occupational experience in two or more occupations.

74.1(7) Health occupations. Four thousand hours of occupational experience within five years preceding application for certification in the occupation to be taught. Program completion leading to registration, certification, or licensure in Iowa in the health specialty to be taught. Course work in foundations of vocational and career education, planning and implementing courses and curriculum, methods and techniques of instruction, and evaluation of programs and pupils.

74.1(8) Trade and industrial subjects. Demonstrated occupational competence in an industrial, trade, or technical field by performance and written examination. Course work in foundations of vocational and career education, planning and implementing courses and curriculum, methods and techniques of instruction, and evaluation of programs and pupils.

74.2 Requirements for provisional occupational certificates.

74.2(1) Provisional occupational secondary certificate. Valid for five years.

Note: This certificate is provided to noneducators entering the education profession to instruct in occupations and specialty "fields" that are recognized in vocational service areas and career cluster areas.

Applicants must commit to complete initial requirements.

a. A new teacher's workshop of a minimum of thirty clock hours and specified competencies. To be completed during the first year of certificate validity.

b. Competency development in four basic areas:

- (1) Methods and techniques of teaching.
- (2) Course and curriculum development.
- (3) Measurement and evaluation of programs and students.
- (4) History and philosophy (foundations) of vocational and career education.

Note: Individuals who feel that their previous professional experiences or formal education and preparation indicate mastery of competencies in the required study areas may have such requirements waived. Transcripts or other supporting data should be provided to a teacher educator at one of the institutions which has approved teacher education programs. The results of the competency determination will be forwarded with recommendations to the teacher education and certification bureau at the department of education. Department personnel will make final determination as to the competencies mastered and cite studies which yet need to be completed, if any.

Instructors are expected to make annual progress at a minimum rate of one course per year to complete the studies following initial completion of the new teacher's workshop.

c. Recent occupational experience in the teaching endorsement area and completion of a state or nationally recognized competency examination in the occupational area to be taught. Unless previously completed, the examination shall be completed during the first year of certificate validity.

In those subject areas where state or national examinations do not exist, 6,000 hours of recent, relevant, part-time or full-time experience in the teaching endorsement area is required.

74.2(2) Reserved.

74.3 Renewal requirements—eight renewal units are required.

74.3(1) One renewal unit may be earned for each 160 days of teaching experience during the term of the certificate. A maximum of two renewal units may be earned in this manner.

74.3(2) One renewal unit may be earned for each semester hour of credit which advances one toward the completion of a degree program.

74.3(3) One renewal unit may be earned for each semester hour of credit completed which may not lead to a degree but which adds greater technical depth/competence to the endorsement(s) held.

74.3(4) Renewal units may be earned upon the completion of staff development programs approved through guidelines established by the department of education or approved technical update program approved by the department of education. A maximum of five units may be earned from this section.

74.3(5) Completion of an approved human relations component, if not already met.

74.4 Requirements for occupational secondary certificate.

74.4(1) Occupational secondary certificate—valid for five years.

a. Initial requirements.

Meet requirements for the provisional occupational secondary certificate and have completed an approved human relations component.

b. Renewal requirements. Same as those in rule 74.3.

74.5 Requirements for postsecondary occupational instructors above grade twelve.

74.5(1) Instructors of preparatory occupational programs.

Provisional occupational postsecondary certificate.

Note: This certificate is provided to noneducators entering the education profession to instruct in occupations and specialty "fields" that are recognized in vocational service areas and career cluster areas.

Applicants must commit to complete initial requirements.

a. Initial requirements.

(1) A new teacher's workshop of a minimum of thirty clock hours and specified competencies. To be completed during the first year of certificate validity.

(2) Competency development in four basic areas:

1. Methods and techniques of teaching.
2. Course and curriculum development.
3. Measurement and evaluation of programs and students.
4. History and philosophy (foundations) of vocational and career education.

Note: Individuals who feel that their previous professional experiences or formal education and preparation indicate mastery of competencies in the required study areas may have such requirements waived. Transcripts or other supporting data

should be provided to a teacher educator at one of the institutions which has approved teacher education programs. The results of the competency determination will be forwarded with recommendations to the teacher education and certification bureau at the department of education. Department personnel will make final determination as to the competencies mastered and cite studies which yet need to be completed, if any.

Instructors are expected to make annual progress at a minimum rate of one course per year to complete the studies, following initial completion of the new teacher workshop.

(3) Recent occupational experience in the teaching endorsement area and completion of a state or nationally recognized competency examination in the occupational area to be taught. Unless previously completed, the examination shall be completed during the first year of certificate validity.

In those subject areas where state or national examinations do not exist, 6,000 hours of recent, relevant, part-time or full-time experience in the teaching endorsement area is required.

b. Renewal requirements—eight renewal units are required.

(1) One renewal unit may be earned for each 160 days of teaching experience during the term of the certificate. A maximum of two renewal units may be earned in this manner.

(2) One renewal unit may be earned for each semester hour of credit which advances one toward the completion of a degree program.

(3) One renewal unit may be earned for each semester hour of credit completed which may not lead to a degree but which adds greater technical depth/competence to the endorsement(s) held.

(4) Renewal units may be earned upon the completion of staff development programs approved through guidelines established by the department of education or approved technical update program approved by the department of education. A maximum of five units may be earned from this subparagraph.

(5) Completion of an approved human relations component, if not already met.

c. Occupational postsecondary certificate, valid for five years.

(1) Initial requirements.

Option 1: Completion of requirements for a provisional certificate with endorsement in one or more of the occupational areas outlined in subrules 74.1(1) through 74.1(8) and two years of teaching experience.

Option 2:

1. Baccalaureate or master's degree.

2. Completion of requirements for a provisional occupational postsecondary certificate.

Option 3:

1. Baccalaureate or master's degree.

2. An approved human relations component/program.

3. Five years of teaching experience, or the equivalent thereof, at the postsecondary level in the occupational specialty or area of responsibility.

(2) Renewal requirements. Refer to 74.5(1)"b."

74.5(2) Reserved.

74.6 Requirements for postsecondary arts and science instructors.

74.6(1) Instructors of arts and science (transfer division) subjects.

a. Provisional postsecondary certificate—valid for five years.

Note: This certificate is provided primarily for noneducators who possess knowledge, competence, and experience in a subject matter field to instruct in a community college.

Applicant must commit to complete initial requirements.

(1) Initial requirements.

1. Have a master's degree in a field of instruction from a regionally accredited graduate school or in special fields or areas including, but not limited to, accounting, business, developmental and remedial skills, engineering, law, law enforcement, and medicine, may be certified on the basis of two or more years of successful experience in the fields or areas they will instruct and the possession of the academic preparation ordinarily required for such special fields or areas, and

2. A new teacher's workshop of approximately thirty clock hours in specified competencies, and

3. Competency attainment in the four basic study areas of: methods and techniques of teaching, course and curriculum development, measurement and evaluation of programs and students, and history and philosophy of the development of the community college, and

4. Completion of an approved human relations component.

(2) Renewal requirements—nonrenewable.

b. Postsecondary certificate—valid for five years.

(1) Initial requirements.

Option 1: Have completed an approved master's degree program of preparation for postsecondary instruction at a recognized institution. For instructors, exclusive of support staff/service personnel, the program must provide for preparation in a major field of specialization and competency attainment in the basic study areas: methods and techniques of teaching; course and curriculum development; measurement and evaluation of programs and students; and history and philosophy of the development of the community college.

Option 2: Be the holder of an educator's certificate that authorizes service in an instructional subject at the secondary level; have a master's degree in the subject to be taught; have completed six semester hours of professional studies appropriate for postsecondary teaching.

Option 3: Have a master's degree, and five years of teaching experience, or the equivalent thereof, at a postsecondary level in the subject or area of responsibility.

In addition to options 1, 2, or 3, the applicant must have completed an approved human relations component.

(2) Renewal requirements—(see 74.5(1) "b").

74.6(2) **Teaching endorsements for postsecondary instructors of arts and sciences.** For endorsement in a specific subject matter field or area, each instructor shall hold a master's degree in a field of instruction from a regionally accredited graduate school.

Endorsement(s) in additional area(s) shall be granted to applicants who present twelve semester hours of graduate level preparation in each field from a regionally accredited graduate school.

74.7 **Support staff/service personnel must meet the requirements for the postsecondary certificate with the exception of the athletic coach.**

74.7(1) **Librarian/learning resource specialist.** For authorization to serve as a librarian/learning resource specialist, an applicant shall hold a master's degree in library science from an accredited graduate school. The preparation shall include six semester hours of professional preparation appropriate for community college service, or adequate experience in college service or its equivalent as evaluated by a review committee appointed by the director of education shall be accepted in lieu of part or all of the required credits in professional education.

74.7(2) **Media specialist.** For authorization to serve as a media specialist, an applicant shall hold a master's degree in media specialization from an accredited graduate school. The preparation shall include six semester hours of professional preparation appropriate for community college service, or adequate experience in college service or its equivalent as evaluated by a review committee appointed by the director of education shall be accepted in lieu of part or all of the required credits in professional education.

74.7(3) **Counselor.** For authorization to serve as a counselor, an applicant shall hold a master's degree in counseling or in college student personnel work with an emphasis in counseling from an accredited graduate school. Preparation shall include six semester hours of professional preparation appropriate for community college service, or adequate experience in college teaching or its equivalent as evaluated by a review committee appointed by the director of education shall be accepted in lieu of part or all of the required credits in professional education. Recognition shall be given to the value of employment experience outside of education in appointing counselors to work with students.

74.7(4) **Curriculum specialist.** For authorization to serve as a curriculum specialist in an area school/college, an applicant must have met the requirements for a certificate endorsed for one of the several types of teaching service at the postsecondary level and, in addition thereto, have secured a master's degree from a recognized institution. Such master's degree is to include an emphasis in postsecondary level supervision or curriculum, as well as specific graduate work in the academic area of interest, provided further that said applicant shall have had curriculum development experiences either with or without credit; or, in lieu thereof, equivalent experiences. In addition, an applicant shall present evidence of three years of successful education/occupational experience.

74.7(5) **Staff development officer.** For authorization to serve as a staff development officer, an applicant shall have completed a master's degree from a recognized institution. The preparation shall be appropriate for staff development responsibilities. Preparation shall include six semester hours of professional preparation appropriate for community college service, or adequate experience in college teaching or its equivalent as evaluated by a review committee appointed by the director of education shall be accepted in lieu of part or all of the required credits in professional education.

74.7(6) **Coach.** For authorization to serve as a coach in an area vocational school or an area community college, an applicant must have met the requirements for a certificate endorsed for one of the several types of teaching service and shall have completed an approved program in coaching or have completed the minimum courses required by the state board of education.

74.8 Instructional administration.

74.8(1) For authorization to serve as an administrator of an instructional division or in an area of instructional responsibility, an applicant shall submit evidence of preparation and experience as follows:

- a. Meet requirements for the occupational postsecondary or postsecondary certificate.
- b. Completion of a master's degree granted by an institution recognized by the state board of education, with specialization in one of the following:
 - (1) Administration.
 - (2) Subject matter field taught in the area institution.
 - (3) Vocational-technical education.
 - (4) Adult education.
 - (5) Student services.
- c. Four years of successful educational work experience of which a minimum of two years must have been at the postsecondary level. Experience must include a minimum of two years of teaching or experience appropriate to the area to be administered.

74.8(2) For authorization to serve as an administrator of an instructional unit, department, or section, the applicant shall submit evidence of preparation and experience as follows:

- a. Hold, or be eligible for, the occupational postsecondary or postsecondary certificate with the appropriate endorsement for the field or area.
- b. Completion of a bachelor's degree from an institution recognized by the state board of education or complete said degree during the term of the certificate held.
- c. Four years of successful educational work experience of which a minimum of two years must have been at the postsecondary level. Experience must include a minimum of two years of teaching or experience appropriate to the area to be administered.

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

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

74.9(1) Learning center administrator. The applicant must meet requirements to serve as one of the following:

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

74.9(2) Adjunct and part-time instructional faculty.

- a. Preparatory vocational/adjunct—completion of a state or nationally recognized examination or 6,000 hours of recent, relevant, part-time or full-time experience in the occupational area to be taught.
- b. Preparatory vocational/part-time—completion of a state or nationally recognized examination or 6,000 hours of recent, relevant, part-time or full-time experience in the occupational area to be taught.
 - c. Arts and science (college parallel).
 - (1) A master's degree in a field of instruction from a regionally accredited graduate school, or, in special fields or areas including but not limited to accounting, business, developmental and remedial skills, engineering, law, law enforcement, and medicine, two or more years of successful experience in the field or area they will instruct and the possession of the academic preparation ordinarily required for such special fields or areas, and
 - (2) Complete a locally or consortia designed staff development workshop to meet specific competencies.
 - d. High school completion—hold a valid certificate endorsed for service at the secondary level.

74.9(3) Staff development officer—a master's degree with background and experience appropriate to staff development activities.

74.9(4) Librarian/learning resource specialist—a master's degree in library science from an accredited graduate school. The preparation shall include six semester hours of professional preparation appropriate for community college service, or adequate experience in college service or its equivalent as evaluated by a review committee appointed by the director of education shall be accepted in lieu of part or all of the required credits in professional education.

74.9(5) Media specialist—a master's degree in a media specialization from an accredited graduate school. The preparation shall include six semester hours of professional preparation appropriate for community college service, or adequate experience in college service or its equivalent as evaluated by a review committee appointed by the director of education shall be accepted in lieu of part or all of the required credits in professional education.

74.9(6) Counselor—a master's degree in counseling or in college student personnel work with an emphasis in counseling from an accredited graduate school. Preparation shall include six semester hours of professional preparation appropriate for community college service, or adequate experience in college teaching or its equivalent as evaluated by a review committee appointed by the director of education shall be accepted in lieu of part or all of the required credits in professional education. Recognition shall be given to the value of employment experience outside of education in appointing counselors to work with students.

74.9(7) Curriculum specialist--a master's degree from a recognized institution in a content area with course work in postsecondary level supervision and curriculum.

74.9(8) These state approved standards are to be kept under continuous review by a statewide representative group of area college and department of education persons. Any modifications and changes shall be approved by the state board of education.

74.10 Noninstructional administrators, adult coordinators, occasional and specialized personnel and support staff. Persons employed in the following functions/responsibilities shall not be required to hold an Iowa teacher's certificate. Each area school board shall develop and adopt local standards for the employment and assignments of such persons. The standards shall be available locally for review and shall be made available to the department of education upon request.

Following are the areas covered by this rule:

1. Noninstructional administrators: assistant superintendent, associate superintendent, administrative assistant.
2. Adult or special needs coordinators.
3. Occasional--specialized--substitute: adult basic education, general educational development preparation, continuing and general, supplemental vocational, coach (persons who are not full-time faculty members), preparatory vocational, college parallel.
4. Support staff:
Assistant/associate librarian, learning resource specialist, and media specialist/technician.
Business area: manager, purchasing agent, accountant, personnel manager.
Ancillary services: area agency on aging, Comprehensive Employment Training Act youth employment, sheltered workshop, aides, interns, institutional data processing.
Student services: registrar, placement officer, financial aid officer, admissions officer, activities coordinator, relations/outreach worker, media technician.

74.11 Conditional certificates. To be developed.

74.12 Definitions. Definitions that apply to personnel in this chapter.

Half-time or more is defined to mean faculty who are employed for a period covering consecutively three quarters or two semesters per school year and who have an assignment equivalent to fifty percent (50%) or more of what has been established as a maximum full-time load by area school laws and standards or by local policy in cases where laws and standards do not apply. This information has application to matters related to certification of staff.

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

Part-time is less than half time which is defined to mean faculty who are employed less than a period covering consecutively three quarters or two semesters per school year or who have an assignment equivalent to less than fifty percent

(50%) of what has been established as a maximum full-time load by area school laws and standards or by local policy in cases where laws and standards do not apply and who have an expectation of continued employment.

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