



BOOK: Employee Handbook Administrative Guideline

PART: I – All Employees

SECTION: 3.23

TITLE: Licensure/Certification

TEACHER LICENSING

Background

Wisconsin Statute 118.19(1) states: “any person seeking to teach in a public school...shall first procure a license or permit from the department.”

Wisconsin Statute 118.21(1) “The school board shall contract in writing with qualified teachers. The contract, with a copy of the teacher's authority to teach attached, shall be filed with the school district clerk.”

Wisconsin Statute 118.21(2) “Any person who contracts to teach in any public school shall file in the office of the school district administrator, within 10 days after entering into such contract, a statement showing the date of expiration, if any, and the grade and character of certificate or license held.”

“No order or warrant may be issued by the school district clerk in payment of the salary of any teacher, unless the teacher has complied with this subsection.”

Wisconsin Statute prohibits school districts from “payment of salary” unless the teacher has a valid teaching license on file with the School District.

GUIDELINES

It is the responsibility of the educator to provide the District Office with verification of a valid teaching license OR that a license has been applied for and is awaiting Department of Public Instruction action.

The District has no method to update licensing, this must be done by the teacher.

In May, annually, the District Office will remind teaching staff to verify their license is valid for the following school year (July 1 through June 30).

Staff new to the District will be informed of this guideline upon hire.

Should an educator not hold a valid license OR proof of application/renewal:

- The educator will be suspended with pay for 5 days.
- After 5 days, if the educator still does not demonstrate appropriate licensure (or proof of application), the suspension will change to an unpaid suspension.
- If the educator fails to obtain appropriate certification within 90 calendar days, the employee will be dismissed with “good and sufficient cause” as identified in the Employee Handbook, Part II, Section 1.02

Exceptions to these timelines may be granted by the superintendent under extraordinary circumstances and only with a written request by the educator stating the reason for not having a license to teach in Wisconsin.