

Frequently Asked Questions about the TDC Alternative Licensure Program

What is the Teacher Development Center Alternative Licensure Program?

The CESA 7 Teacher Development Center (TDC) Program is a one-to-two year compacted, accelerated, performance-based and intensive teacher preparation program that selects candidates who want to be teachers and have a four-year college degree in high needs areas and are committed to children and learning. It is also a program for certified teachers who want to add ELL, Bilingual or Special Education certification to their existing license. The not-for-profit CESA 7 Teacher Development Center was created in direct response to school district needs for highly qualified teachers in specific fields.

What are the basic qualifications and considerations for a person to be considered for the Teacher Development Center Alternative Licensure program?

In order for a person to be considered for the Teacher Development Center Program, the person **must** #1 be hired by a school district in a high need area with an emergency license or permit (High need areas include but are not limited to teaching in the following areas: mathematics, science, technology education, business education, computer science, world languages, music, art, ELL, Bilingual and Special Education) and #2 show evidence of passing the Praxis I (more information regarding the Praxis test requirements is on our website www.cesa7.k12.wi.us) and #3 must submit a completed application form with a non-refundable \$50.00 application fee payable to CESA 7.

Are there any other documents that need to be submitted with the application?

Yes. The following documents need to be submitted with the application:

- ♦ A resume and three letters of reference.
- ♦ A copy of an emergency teaching license or permit and copies of any other licenses held or a copy of the DPI “License Look Up” page showing the date the application was received.
- ♦ Proof of a Bachelor’s Degree in such areas as engineering, music, art, foreign language, computer science, math, science, education from an accredited institution of higher education.
- ♦ An official copy of transcripts from degree granting university (sealed or stamped) with at least a 2.75 grade point average overall on a 4.0 scale. (Undergraduate GPA of 2.75 may be appealed if you have a GPA of 2.75 or greater in your major, graduate work showing a higher GPA or other more recent evidence of likely success in the program).
- ♦ Successful completion of a background/criminal check.
- ♦ Record of passing the Praxis I (PPST testing in reading, writing and math).
- ♦ Validation of school district employment (letter from school district or copy of contract).

How can I get an application form?

A downloadable application form is available on the CESA 7 website, www.cesa7.k12.wi.us, in the Application folder.

Who do I send the application to and/or contact regarding any questions I may have?

Please send all application materials to and/or contact:

Ron Tomes,
TDC Program Coordinator
CESA 7
595 Baeten Road
Green Bay, WI 54304 or call him at (920)617-5632
rtomes@cesa7.k12.wi.us

Can a person take courses through the TDC Program if he/she is NOT EMPLOYED by a school district under an emergency permit or license?

No. The person must be employed by a public school district under an emergency teaching permit or license in a full time position for at least one semester of the school year. *The only exception is for private school teachers-they must be employed full time by the parochial school but are not required to hold an emergency teaching permit or license.

What is the mission of CESA 7's Teacher Development Center?

Our mission is to provide our teacher candidates with the knowledge, skills and dispositions needed to effectively meet the diverse educational needs of all children and youth in our schools.

What is the relationship between Silver Lake College and CESA 7's TDC Program?

CESA 7 partners with Silver Lake College to provide graduate level courses needed for teacher certification. The credits for courses completed in the TDC Program are considered electives in the Masters in Teacher Leadership Program at Silver Lake College. More information on the Masters in Teacher Leadership Program is available at <http://www.sl.edu/graded/tchrlldr.htm>. All of the courses, taken through the TDC Program, are recorded on a transcript from Silver Lake College as graduate level courses and are considered elective classes for post graduate work at Silver Lake College. Silver Lake College approves the syllabi and the instructors for the courses. CESA 7 develops the syllabi and hires the instructors for the TDC Program.

Where are the courses held?

Most of the courses are held at the CESA 7 Office in Green Bay.. On occasions the courses are held at other sites. Teacher Candidates are informed of the course site prior to the start of the course.

When are the courses held?

Most of the courses during the school year are held on Friday evenings, Saturdays and occasionally on a Sunday. This type of schedule works best for most of the teacher candidates as they are teaching full time during the school year. During the summer, courses are scheduled during the daytime on weekdays and occasionally a weekend.

When are teacher candidates notified of the schedule of courses?

Teacher candidates are informed of the fall courses in early August; Spring course notification is done by late November and Summer course notification is done by early May. Notification is done by email directly to the teacher candidates. The schedule is also posted on the CESA 7 website www.cesa7.k12.wi.us along with the course registration information.

Who teaches the courses?

Our instructors are highly trained staff with a minimum of a Master's Degree and extensive experiences in the field of education that directly relate to the courses taught. Many of our instructors teach courses for other colleges and universities.

What grade must a teacher candidate earn in their courses to fulfill the program requirements?

Teacher candidates must earn a grade of “B/C” or better in all their courses to successfully complete the course. Any course where the grade is lower than a “B/C” must be retaken and the teacher candidate is responsible for paying for the additional course fee. Grades for all courses taken remain on the transcript from Silver Lake College. If a pattern of grades lower than a “B/C” develops, it may jeopardize the teacher candidate’s continued enrollment in the TDC Program.

Are there any different program requirements for teacher candidates with a bachelor’s degree (who do not have a teacher’s license) seeking teacher licensure?

Yes. Bachelor Degreed Teacher candidates (who do not hold any other teacher license) will have to complete more course requirements related to the 10 State Teaching Standards and will also need to fulfill all the statutory requirements found in PI 34.15(4) related to environmental education, conflict resolution, minority group relations (women and various racial, cultural, language and economic groups in the US); teaching reading and language arts using appropriate instructional methods including phonics; procedures for assessing and providing education for children with disabilities including the roles and responsibilities of regular and special education provide and modifying the regular education curriculum when instructing pupils with disabilities. The chart listing specific requirements is located on our website.

How and where does a bachelor degreed candidate without teacher licensure fulfill the PI 34.15 (4) requirements?

CESA 1 and CESA 7 provide the courses that will document the completion of PI 34.15 (4) requirements. Some are independent study with testing and some are done through group instruction. There is an additional fee for the fulfilling of these requirements that is the responsibility of the teacher candidate. Most of the fees are around \$100 per requirement. Information regarding CESA 1’s program can be obtained from Jennifer Heiden, Administrative Assistant at CESA 1, (262)787-9560 or email her at jheiden@cesa1.k12.wi.us regarding their PI 34 self-study and assessment modules. CESA 7 will offer a Conflict Resolution Class and Special Education Class pending adequate enrollment. Teacher candidates who are seeking elementary/middle area certification are recommended to take the Teaching Reading and Language Arts study and self -assessment module prior to taking our Elementary Literacy Course.

What is an emergency license?

An emergency license which authorizes a licensed teacher to teach in an assignment other than that for which the teacher holds a license may be issued for a specific assignment. The district administrator or designated official of the employing school district requests that the emergency license be issued. The request shall state that a search was conducted for a fully licensed teacher and that no fully licensed teacher was acceptable for the assignment.

What is an emergency permit?

An emergency permit, which authorizes the holder to be employed as a professional school employee for one specific assignment, may be issued to an individual who has a bachelor’s degree from an accredited college or university. The district administrator or designated official of the employing school district requests that a permit be issued. The request shall be in writing and shall provide a full explanation and justification of the need. The request shall state that a search for a fully licensed candidate was conducted and that no fully licensed individuals were available.

What are the requirements for a teacher candidate to renew an emergency license?

An emergency teaching license can be renewed if the district administrator or designated official of the employing school district requests that the license be renewed and if the applicant completes at least 6 credits toward completion of an approved program in the category of the emergency license.

What are the requirements for a teacher candidate to renew an emergency permit?

An emergency teaching permit can be renewed if the district administrator or designated official of the employing school district requests that the permit be renewed. The permit may be renewed if, between the date of issuance and the proposed renewal date, the applicant satisfactorily completes at least 6 credits toward completion of an approved program. The request for renewal shall be in writing, shall include a full explanation of the need for renewal and shall state that a search was conducted for a fully licensed teacher and that a fully licensed teacher is not available.

What is CESA 7's role in the renewal of the emergency license or permit?

The CESA 7 Administrator or designated staff person must sign and endorse the teacher candidate for the renewal of the license or permit in Section V of the license/permit application acknowledging that the teacher candidate has completed at least 6 credits toward full licensure in their certification program.

How long can a person hold an emergency permit or license?

An emergency teaching permit/license can be issued for a maximum of 3 years.

What is the maximum amount of time allowed to complete the alternative licensure program?

All program requirements must be fulfilled in 3 years or less. If a teacher candidate does not complete the alternative licensure program in 3 years or less, the teacher candidate must reapply to the Alternative Licensure Program and start over with meeting program requirements.

10/21/2009