

Trade Specialist Permit Pathway

The trade specialist permit pathway is for individuals who have occupational experience in a particular trade area. These individuals must have completed an apprenticeship program and have three years of practical experience beyond the apprenticeship or have four years of institutional training in the trade area. This pathway is referred to as the Trade Specialist Permit pathway because it is limited to an applicant who has significant training and experience in a specific trade.

Wisconsin State Statute 118.19(7)

No certificate or license to teach industrial arts subjects may be issued unless the applicant has had 3 years of practical experience beyond apprenticeship or 4 years of institutional training in such subjects. For purposes of salary schedules and promotion, any person teaching an industrial arts subject on January 1, 1936, who had 5 years of practical or teaching experience in such subject shall be deemed to have the equivalent of a bachelor's degree.

Requirements for Wisconsin School Districts

- Identify the need to hire an individual on a Trade Specialist Permit
- Ensure the individual has completed an Apprenticeship program, as defined in Wisconsin §106.001 or pursuant to other states' apprenticeship laws, and has 3 years of practical experience beyond the apprenticeship in the trade area that matches the course(s) being taught; or has four years of institutional training in the subject area that matches the course(s) being taught. See chart below for examples.

Examples of Apprenticeship Programs	Examples of High School Courses that Match
Manufacturing WI CNC Machinist WI Cabinet Maker WI Machinist WI Sheet Metal Worker WI Welder (Fitter) WI Welder Combination WI Welder-Fabricator	Machining Cabinet Making Machining Sheet Metal Welding Welding Welding
Construction WI Residential Carpenter WI Bricklayer WI Heating, Ventilating and Air Conditioning WI Plumber WI Residential Wirer	Carpentry/House Const. Bricklayer Heating, Ventilating and Air Conditioning Plumbing Residential Wiring
Transportation WI Auto Body Repairer	Collision Repair

Requirements for Individuals Seeking Trade Specialist Permit

- Hold an Apprenticeship Certificate after completing an Apprenticeship program, and have three years of practical experience beyond the apprenticeship; or have four years of institutional training in the trade area
- Additional guidance is available at: <http://tepd.dpi.wi.gov/licensing/pathways-to-licensure>

TO APPLY for a five-year permit in this Pathway, a **Trade Specialist Permit applicant** must:

1. **SUBMIT** documentation of completing an Apprenticeship program, as defined in Wisconsin §106.001 or pursuant to other states' apprenticeship laws; **and**
2. **SUBMIT** documentation verifying three years of practical experience in the trade area beyond the apprenticeship by submitting an Employment Verification Form PI 1613 for each employer.
Form PI 1613 is available at: <http://tepd.dpi.wi.gov/licensing/supplementary-forms>.

OR

3. **SUBMIT** documentation of completing four years of institutional training in the trade subject area
3. **APPLY** for the Trade Specialist Permit using the Educator Licensing Online (ELO) application system at:
<http://tepd.dpi.wi.gov/licensing/elo/>

After the 5-year permit period expires, the trade specialist permit may be renewed for 5-year periods.

7. **RENEW** the Trade Specialist Permit using the Educator Licensing Online (ELO) application system.

Additional information on the Trade Specialist Permit Pathway is available at:

<http://tepd.dpi.wi.gov/licensing/pathways-to-licensure>

For more information, please contact:

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