

**West Virginia Board of Education  
Statewide Waiver of WVBE Policies Request Form  
(For Internal Use Only)**

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For Department Use Only

Waiver # \_\_\_\_\_

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This form is to be used by WVDE staff to request a Statewide Waiver of WVBE Policy.

**WVDE Office Requesting Statewide Waiver: Certification**

**Date: January 11, 2025**

**County/Counties Initiating Statewide Waiver: All**

**Academic Year the Waiver is requested: 2025-26**

**WVDE Contact Person: Robert Hagerman**

**Business Phone: (304) 558-7010**

**E-mail: rhagerma@k12.wv.us**

**WVBE Policy #: 5202**

**Policy Title: Minimum Requirements for the Licensure of Professional/Paraprofessional Personnel and Advanced Salary Classifications**

**Rationale for Waiver:**

**Business Official and Professional Accountant applicants must meet a minimum number of hours over the span of the three years in which their professional certificate is valid. Frequently, due to the time of hiring and availability of coursework, a license holder may not be able to complete the minimum yearly number of hours stipulated in current policy during an academic year. This waiver will grant applicants the opportunity to complete all required hours within the three-year validity of their certificate but allowing for a variable distribution on how the hours are taken within the period prior to renewal. In the event that a licensee cannot meet the minimum specified annual clock hours of professional learning requirement in a given year, the licensee may complete a lower number of hours for one academic year but must complete the total required number of professional learning hours by the end of the three-year period and by the time their license is to be renewed.**

**In addition, professional qualified personnel may apply for eligible positions and have a master's in an applicable area but not meet the current policy requirements. To promote greater flexibility and allow for qualified individuals to obtain initial certification applicants would be able to meet the requirement by having a minimum of 12 semester hours in accounting and a master's in a related WVDE-approved field and still be eligible for the certificate.**

**Proposed Changes/Alternative Solutions by Section:**

Section #	Page #	Specification	Proposed Language
10.5.a.4	38	School Business Official and Professional Accountant	Renewal. The candidate for licensure must provide evidence of satisfying the following: complete 15 clock hours annually of professional learning activities with credit offered or approved by the WVDE for a total of 45 hours at the time of renewal unless otherwise approved by the WVDE; and receive the recommendation of the employing county superintendent in the county in which the candidate is or was employed. However, in the event that a licensee cannot meet the 15 clock hour annual professional learning requirement in a given year, the licensee must have completed a minimum of six clock hours of WVDE-approved professional learning in that year with a total aggregate 45 hours completed over the three-year license period.
10.5.b.2	38	Professional Accountant	Conditions for Issuance. A candidate for the Professional Accountant Certificate is required to submit documentation that they meet the following criteria: holds a minimum of a BA, including 24 semester hours of coursework in accounting completed with a minimum of 2.50 GPA; and be recommended for a Professional Accountant Certificate by the county superintendent based on the candidate being the most qualified candidate for the position. However, in-lieu of the 24 semester hour completion in accounting coursework requirement, a candidate for licensure is required to have completed a minimum 12 semester hours in accounting coursework in conjunction with the completion of an MA approved by the WVDE Office of School Finance.
10.5.b.4	38	Professional Accountant	The candidate for licensure must provide evidence of satisfying the following: six clock hours annually of professional learning activities with credit offered or approved by the WVDE for a total of 18 hours at the time of renewal unless otherwise approved by the WVDE; however, in the event that a licensee cannot meet the six clock hour annual professional learning requirement in a given year, the licensee must have completed a minimum of three clock hours of WVDE-approved professional learning in that year with a total aggregate 18 hours completed over the three-year license period; and receive the recommendation of the employing county superintendent in the county in which the candidate is or was employed.

**Recommendation:** Utilize the proposed waiver language until which time Policy 5202 is revised and approved by the West Virginia Board of Education.

**Required Signatures:**

WVDE Signature of the Senior Officer: *Sonya J White* Date: Jan 28, 2025

WVDE Signature of Office Director/Manager: *Robert Hojeman* Date: 1/24/25

**Complete this request form and submit to:** West Virginia Department of Education; Attention: Assistant State Superintendent via email at [rjwisema@k12.wv.us](mailto:rjwisema@k12.wv.us) or send to Joey Wiseman, Building 6, Suite 750, 1900 Kanawha Boulevard East, Charleston, West Virginia 25305-0330.

**All Approved waivers are in effect for one year from approval date or for the period of time requested and approved.**






# Business Officials\_Professional Accountant Waiver\_5202\_Jan\_2025

Final Audit Report

2025-01-28

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