

Davis & Elkins College™

Office of Teacher Education

April 8, 2025

West Virginia Educator Preparation Review Board
Office of Educator Development and Support
West Virginia Department of Education

Dear Members of the Educator Preparation Review Board,

On behalf of Davis & Elkins College, in collaboration with Tucker County Schools, I am writing to formally express our joint intent to initiate a **Clinical Teacher of Record (CTR) program** in accordance with the guidelines and procedures established by the West Virginia Department of Education.

This initiative is intended to provide a high-quality, innovative clinical residency experience for teacher candidates enrolled in the Davis & Elkins College Teacher Education Program, while simultaneously addressing critical staffing needs within Tucker County Schools. The proposed CTR program will allow eligible teacher candidates to serve as teachers of record in identified classrooms under the structured support and supervision of both college faculty and school-based mentors.

We are committed to ensuring that all CTR placements meet the West Virginia Professional Teaching Standards and follow the expectations for co-developed support plans, mentorship structures, and ongoing evaluation. This partnership will prioritize:

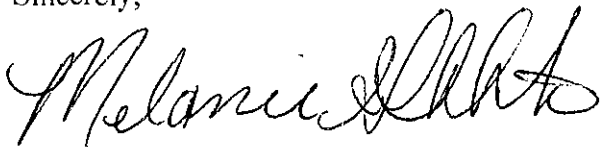
- Strong collaboration between the College and district personnel
- Rigorous selection criteria for CTR candidates
- Ongoing, structured professional development
- Frequent formative assessment and feedback
- Continuous program evaluation to ensure quality and impact

We believe this partnership represents a meaningful step forward in preparing effective, classroom-ready educators and addressing the teacher shortage in our region.

We respectfully request review and approval of our proposed CTR program. Upon your guidance, we will submit all additional documentation and forms required for formal consideration.

Thank you for your continued commitment to strengthening educator preparation in West Virginia.

Sincerely,



Melanie Gribble

Chair, Teacher Education Program
Davis & Elkins College

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www.DEWV.edu

Leading the way

Clinical Teacher of Record (CTR) Partnership Agreement

Institution of Higher Education (IHE) _____ Davis & Elkins College _____

This agreement sets forth the expectations, roles, and requirements for Davis & Elkins College (name of IHE) and the Tucker County Schools (name of county school district) to fulfill the requirements of the Clinical Teacher of Record (CTR) Program outlined in West Virginia Board of Education (WVBE) Policy 5100, as per W. Va. Code §18A-3-1(e).

The goal of this CTR partnership agreement is to meet the need of the school district to place a well-prepared, highly effective teacher in position(s) for which no fully certified teacher has been employed. The identified, eligible CTRs will receive a stipend while the CTR placements serve as the required clinical experience for completing their program of study. The following components describe the roles and responsibilities, support for the clinical teacher of record, and budgetary arrangements of the CTR Program:

The undersigned school district superintendent and the undersigned Dean of Education, in consultation with the undersigned IHE president, have agreed to the following--

Candidate Recruitment, Eligibility, and Placement

Recruitment: When the West Virginia Board of Education (WVBE)-approved CTR agreement is in place, the school district superintendent will communicate with the EPP partner if a need arises in a school to seek eligible CTR candidates. The school district will provide to the EPP and keep records verifying that the selected CTR was the most qualified person for the position (unable to employ a fully certified teacher in that position—copies of unfilled position postings) and that the position is the same content and programmatic level for which the candidate is seeking licensure.

Eligibility: To be eligible for the CTR position, the teacher education candidate must meet the requirements of Policy 5100:

- a. Have completed the content preparation courses with a minimum 3.0 GPA;
- b. Have met the proficiency score(s) on the state competency exam(s) in preprofessional skills or qualify for an exemption as described in §126-114- 6.2.c of policy 5100; and
- c. Have met the proficiency score(s) on the state competency exam(s) in content or qualify for an exemption as described in Policy 5202 in the area for which s/he is seeking certification

Placement: The Dean/Chair will verify that the CTR candidate meets all requirements of Policy 5100 and send the information to the school district. If the school district finds the CTR candidate acceptable, the school district will enter a formal agreement with the EPP and place the CTR in the vacant position. The agreement will contain all pertinent arrangements and details, assessments to be used during the CTR service, and grounds for dismissal from the CTR

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program if the teacher candidate does not meet the expectations and requirements of Davis & Elkins College and the school district. The CTR's placement will be based upon the EPPs student teaching schedule.

Policy 5100 Section 8. Authorization

Before implementation, the agreement established between ___ (name of IHE) and the ___ (name of county school district) will be submitted to the West Virginia Educator Preparation Program Review Board (EPPRB) for consideration and recommendation that the agreement move forward for approval by the WVBE.

Timeline for Implementation of the CTR Agreement

Davis & Elkins College and the Tucker County Schools (name of School District) will begin the CTR program after receiving approval from the WVBE. The CTR program will operate until dissolved by the institution or the School district. The CTR financial agreements (Appendix A) must be renewed every year prior to the beginning of the district's academic year. Copies of such agreement shall be kept by both the IHE and the district. Renewal of financial agreements will not require EPPRB or WVBE approval unless substantive changes are made to the financial agreement. Beginning and ending dates for each CTR placement will be reported on the CTR application form.

Specific Details for Supervision and Mentoring by the EPP, the School Principal, Peer and Mentor Teachers and/or the District Professional Support Team

Davis & Elkins College and Tucker County Schools recognize that a CTR is not a beginning teacher but a student teacher who needs coaching, modeling and mentoring through all component tasks of the CTR service. The CTR will be required to participate in all D&E student teacher meetings, professional development sessions, and assignments in addition to professional development and activities required by the school district.

D&E will provide an EPP supervisor who will observe, evaluate and follow all procedures used with any student teacher in a clinical experience and will meet regularly with the CTR and CTR county mentor.

The school district will assign an experienced mentor teacher to the CTR, following WVDE Policy and the ___ (name of IHE) guidelines for support and assessment of student teaching. With the CTR, the school principal will follow support and supervision protocols used with other teachers.

Although the CTR will participate in professional development activities at D&E, the school district may require additional professional development during the timeframe of the CTR service. The CTR will participate in all Faculty Senate, staff and content area meetings.

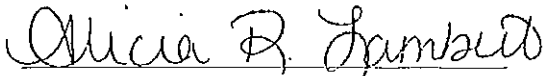
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The school district will re-post the position at the conclusion of the CTR placement. Upon successful completion of the placement, the CTR Permit shall be eligible to be used as a Short-Term Substitute Permit in the endorsement area of the CTR permit. Any individual who remains in the position after the set/agreed upon dates of the CTR placement shall do so in the capacity of a short-term substitute teacher with approval of the County Board, unless he/she is the most successful applicant once the position is reposted. Once the CTR holds a Professional Teaching Certificate and is the successful applicant for a teaching position he/she shall be paid under the appropriate Professional Educator pay schedule and scale.

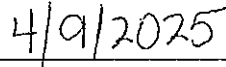
Salary and Benefits

The salary and benefit costs for the position to which the clinical teacher of record is assigned shall be used only for program support and to pay the clinical teacher of record a stipend that is no less than 65% of all state aid funding. The school and D&E have developed and included with this proposal a funding schedule (Appendix A) that aligns with the requirements of Policy 5100 and state aid funding requirements. The Clinical Teacher of Record must be offered PEIA insurance coverage in accordance with the requirements of the Affordable Care Act.

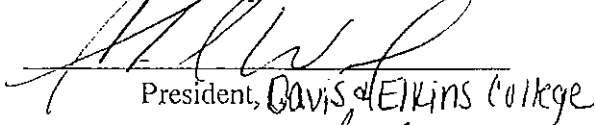
The prospective CTR will satisfy the requirements of the Clinical Teacher of Record Permit as required in Policy 5202. All requirements set forth in Policy 5202 will also be met.

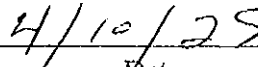


District Superintendent of Schools



Date

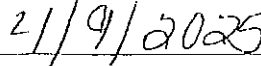

President, Davis & Elkins College



Date



Dean, School of Education



Date

Clinical Teacher of Record (CTR) Partnership Agreement

****The following components are provided as one way that the proposal could provide a clear picture of the disbursement of the CTR monies. This is just an example financial page format. The first table reveals the of state aid funding allotted for the position. The CTR Placement Budget is the delineation of those monies.**

FY25 Basic State Aid Components (Monies Allocated for the Position)	
(Percentages included that might assist with completing the CTR Placement Budget Table)	
A. Allowance for Professional Educators (State Minimum Salary, 3 rd Class, Zero Years of Experience)**	\$ 0
B. Allowance for Fixed Charges-8.60%*** (Percentage from Public School Support Program (PSSP) Calculations)	__ 0 __ %
C. Allowance for Other Current Expense-10% (Percentage from PSSP Calculations)	__ 0 __ %
D. Allowance for Professional Personnel Substitute Costs -2.5% (Percentage from PSSP Calculations)	__ 0 __ %
E. Allowance for Faculty Senate	__ 0 __ %
F. Total of A B, C, D and E	\$ __ 0 __
G. Total FY25 Basic State Aid - 200 Day Contract	\$ __ 0 __

****State minimum salary may change if raises are granted by Legislature**

***** Step 3 percentage changes annually.**

CTR Placement Budget

A. Proration percentage based on # of days of CTR Placement (# of days divided by 200)	__ 0 __ %
B. Prorated FY25 State Aid Amount (A x Total FY25 Basic State Aid for 200-day Contract—line F above)	\$ __ 0 __
C. Minimum Amount to be Paid (Stipend) to the CTR (65% of B)	\$ __ 0 __
D. Remaining Balance to be Used to Operate CTR Program (B minus C)	\$ __ 0 __

Other School District CTR Expenses (Examples: not all will be applicable)

1. Estimated Cost to Pay for Supporting/Mentoring the CTR	\$ __ 0 __
2. Estimated Travel Costs for CTR (if applicable)	\$ __ 0 __
3. Faculty Senate Allocation	\$ __ 0 __
4. Projected Substitute Costs	\$ __ 0 __
E. Total Estimated Costs to the School District (*Add Costs) <i>(May not exceed 50% of item D above)</i>	\$ __ 0 __
Balance Remaining for the Institution of Higher Education (D minus E)	\$ __ 0 __