

Clinical Teacher of Record (CTR) Partnership Agreement

THIS CLINICAL TEACHER OF RECORD PARTNERSHIP AGREEMENT (Agreement) is made on November 24, 2025, by and between West Virginia University Board of Governors, on behalf of West Virginia University and its College of Applied Human Sciences, as a state agency and institution of higher education (WVU) and Berkeley County Schools.

WHEREAS, this Agreement sets forth the expectations, roles, and requirements for WVU and the 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);

WHEREAS, the goal of this Agreement is to meet the need of the School District by placing 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 and

NOW THEREFORE, the undersigned School District superintendent and the undersigned Dean of the College of Applied Human Sciences have agreed to the following:

1. Candidate Recruitment, Eligibility, and Placement

- a. **Recruitment:** When the WVBE-approved 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.
- b. **Eligibility:** To be eligible for the CTR position, the teacher education candidate must meet the requirements of Policy 5100:
 - i. Have completed the content preparation courses with a minimum 3.0 GPA;
 - ii. 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
 - iii. 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.
- c. **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, including the length of service of the CTR, assessments to be used during the CTR service, and grounds for dismissal from the CTR program if the teacher candidate does not meet the expectations and requirements of WVU and the School District.

2. Policy 5100 Section 8.4. Authorization

Before implementation, this Agreement shall 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.

3. Timeline for Implementation of the CTR Agreement

WVU and the School District will begin the CTR program after receiving approval from the WVBE. The CTR program will operate until dissolved by WVU or the School District. The CTR financial agreements (Appendix A) must be renewed every year prior to the beginning of the School District's academic year. Copies of such agreement shall be kept by both WVU and the School 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.

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

WVU and School District 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 WVU student teacher or resident meetings, professional development sessions, and assignments in addition to professional development and activities required by the School District. This includes participation in the student teaching or residency capstone course. In addition, the CTR will have a 3.0 GPA in content preparation courses and pedagogical preparation courses.

WVU will provide an EPP supervisor who will observe, evaluate and follow all procedures used with any student teacher or resident 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 West Virginia University 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 West Virginia University, 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.

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.

5. 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 District and WVU 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.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective as of the date first above written.




District Superintendent of Schools



Date



Dean, College of Applied Human Sciences



Date

Clinical Teacher of Record Partnership Agreement – Appendix A

Budget-Funding Schedule that aligns with the requirements of West Virginia Board of Education (WVBE) Policy 5100 and state aid funding requirements

- The budget designated for the position for which the Clinical Teacher of Record is being placed shall be used only for program support and to pay the Clinical Teacher of Record a stipend that is no less than 65% of the basic state aid funding associated with the position.
- The remaining state aid funds will be split between the institution of higher education (IHE) and the school district in accordance with the calculations below to support supervision, mentoring and professional development for the Clinical Teacher of Record.

****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.**

FY22 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)**	\$ <u> 0 </u>
B. Allowance for Fixed Charges-8.33%*** (Percentage from Public School Support Program (PSSP) Calculations)	<u> 0 </u> %
C. Allowance for Professional Personnel Substitute Costs -2.5% (Percentage from PSSP Calculations)	<u> 0 </u> %
D. Allowance for Faculty Senate	<u> 0 </u> %
E. Total of A B, C, and D	\$ <u> 0 </u>
F. Total FY22 Basic State Aid - 200 Day Contract	\$ <u> </u>

****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 FY22 State Aid Amount (A x Total FY22 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__
5. Employer share of Fixed Charges (Step 3%) \$ __0__
- E. Total Estimated Costs to the School District (*Add Costs) \$___0__

(May not exceed 50% of item D above)

Balance Remaining for the Institution of Higher Education (D minus E)