Development, Submission, Review
of
Alternative Certification (AC) Program Proposal

District & AC Partners

February 4, 2016

**

ONE**VOICE**
ONE**FOCUS**
All Students Achieving

Alternative Certification Educator Preparation Program Review Board (ACEPPRB)

- Reviews the AC Program Proposals for required components
- Makes recommendations to the West Virginia Board of Education WVBE regarding approval

Composition of the ACEPPRB

- – Two representatives from higher education, appointed by the Higher Education Policy Commission (HEPC) & WV Independent Colleges & Universities

- – Three members from public education (one at each programmatic level including one alternatively-certified) appointed by the West Virginia Board of Education (WVBE)

- – One district/central office representative (WVBE)

- – One principal representative representing the Center for Professional Development, appointed by the Department of Education and the Arts

- – One representative appointed by the West Virginia Commission for Professional Teaching Standards (WVCPTS)

Program Proposal Process

- School districts submit required documents according to the timeline set by the ACEPPRB
  - School district submits a letter of intent to submit an AC program proposal (60 days prior to the scheduled review date)
  - School district submits program proposal to the WVEIS WOW Online System (30 days prior to the scheduled review date)
- ACEPPRB meets 3 times a year if programs are submitted for review

Spring-Summer Submission & Review Timelines

Spring 2016

- January 22 (Feb 1) Letters of Intent to Submit an AC Proposal
- February 22   Deadline for Submitting the AC Proposal
- March 22   ACEPPRB Review Meeting

Summer 2016

- April 1   Letters of Intent to Submit an AC Proposal
- May 1   Deadline for Submitting the AC Proposal
- June 1   ACEPPRB Review Meeting

Alternative Certification – Now a Partnership

School district(s) lead the process and are the program providers—

- Form a partnership; upon WVBE approval of their AC program, become a program provider
- Recruit and hire eligible individuals to participate in an AC program of study while teaching in a critical shortage area
- Support, mentor and evaluate AC participants
- School district recommends for licensure those AC candidates who successfully complete the program of study

AC Guidance Document

AC Program Proposal

- AC program proposal (7 components)
- AC partnership agreement (10 components)
- Assurance statement & signature page

  - ➤ All one single submission

AC Program Proposal Template

AC Program Proposal Components

1. Overview of the Program - narrative
2. Candidate Eligibility, Recruitment & Enrollment- narrative
3. Partner Roles & Responsibilities - chart
4. Program of Study – sequential
5. Support & Observation - narrative
6. Calendar of Events - sequential
7. Evaluation & Recommendation for Licensure- narrative

Program Proposal Template

AC Partnership Agreement Narrative

1. Eligibility
2. Critical Need Vacancy
3. Employment Offer Procedure
4. Program of Study
5. On-the-job Training & Supervision
6. Standards & Performance Assessment
7. Selection & Training of the Professional Support Team
8. Tuition & Other Charges
9. Renewal: Employment Contract & Alternative Certificate
10. Additional Provisions, if Any

Program Proposal Template

Assurance Statement

The Authoritative Signatures of AC Program Partners—

- Verify that proposal is in compliance with WVBE policy & state code
- Verify that partners agree with all components of the AC Program Proposal

Program Proposal Template

Overview of the AC Program
A brief summary

- Describe the program
  - General Education
  - Special Education

- Describe the educator license(s) being sought—
  - General and/or special education; grade levels; endorsement (i.e. elementary k-6; mathematics 5-Adult, multi-categorical 5-adult, etc.)
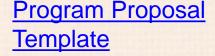
Program Proposal
Template

Overview of the AC Program
GENERAL EDUCATION

- Before enrollment in the AC Program of study, general education AC candidates will have presented passing scores on the WVBE-required Praxis exams for the endorsement area being sought.

- AC general education programs of study contain only pedagogy preparation, so AC program providers may list multiple subject areas in a *general education* proposal (i.e. math, English, social studies, science…).

Program Proposal Template

Overview of the AC Program
SPECIAL EDUCATION

- AC special education programs of study must provide both special education content as well as pedagogy in the endorsement sought (multi-categorical, visually impaired, gifted, etc.).

- Candidates are required to present passing scores on the Praxis CASE basic skills exam (or qualify for/present evidence for an exemption).

- Candidates are not required to present passing scores for the special education Praxis exam(s) or the Principles of Learning and Teaching (PLT) until they complete the AC program of study and prior to licensure.

  - Program must include plan/provision for candidates who are unable to pass Praxis exam(s) at the completion of the approved program.

Program Proposal
Template

Candidate *Eligibility—All Candidates*

- Hold at least bachelor's degree from a regionally accredited institution of higher education including a minimum 2.5 GPA
- Meet general requirements of Policy 5202
- Hold documentation verifying passing scores on WVBE-required Praxis CASE basic skills or qualify for/present evidence for an exemption
- Receive formal offer of employment in the critical area in which an endorsement is sought (i.e. mathematics, special education multi-categorical).

Candidate *Eligibility*
Specific to General Education Candidates

- Candidates have submitted documentation verifying passing scores on all WVBE-required Praxis exams (CASE & Content)
- Candidates hold relevant academic or occupational qualifications (academic major, etc.)

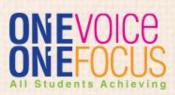**Candidates must meet general eligibility requirements as well.

Candidate *Eligibility*
SPECIAL EDUCATION

- Holds or will complete (as part of proposed program) a specific content endorsement or restricted content endorsement along with the alternative certification special education program of study

See SPED Program of Study

**Candidates must meet general eligibility requirements as well.

AC Program of Study—general description

- Identifies the category of the program
  - General education
  - Special education
- Describes the program of study
  - Details the sequential delivery of the program of study until the candidate completes the program and qualifies for initial professional license

AC Program of Study
General & Special Education

Minimum of 6 semester hours

OR

Six (6) staff development hours

**If the AC Program of Study is delivered through *staff development hours,* the program must include a mentoring and induction support component in conjunction with the Center for Professional Development.

AC Program of Study
Required Components for Both General & Special Education

- Student Assessment
- Development & Learning
- Curriculum
- Classroom management
- Use of Educational Computers & other Technology
- Special Education
- Diversity
- School Law
- Support for passing WVBE-required Praxis exams

AC Program of Study
General Education

- The program of study for general education is pedagogical in nature (since candidates have presented evidence of content proficiency).

AC Program of Study
Additional Requirement for Elementary Education

- Instruction in Early Literacy

AC Program of Study
Additional Requirements for
Special Education

- Developing Individualized Education Plans (IEP)
- Differentiated Instruction
- School & IDEA Law
- Behavioral Intervention & Supports

AC Special Education Programs of Study Categories of Instruction

1. Special education (SPED) content--specific for the SPED endorsement area sought
2. Pedagogy- Principles of Learning and Teaching (PLT)
3. Core Content **

**Special education AC programs must address core content requirements of initial licensure by including provisions to differentiate how candidates obtain core content in their program of study.*

Elementary Special Education
Obtaining core content within the AC program of study

- Elementary education candidates must be provided both general education instruction and special education instruction
  - Elementary education candidates must present passing all WVBE-required Praxis II exams for elementary education before enrollment
  - Elementary *special education* candidates present passing scores for special education Praxis II content and pedagogy (PLT) upon completion of the program of study.

Secondary Special Education
AC Program Providers Must Address Content Proficiency in Area Candidate is Teaching

- Candidates may present evidence of content proficiency by passing Praxis II scores or by coursework reflected on a transcript.
- All AC program proposals for SPED must include a detailed description of how candidates obtain the required content courses while in the program.
- Evidence of proficiency in at least one of the following content areas must be provided when candidates apply for the Professional Teaching Certificate: biology, chemistry, English, general science, mathematics, physics and/or social studies (Form 26 or via Praxis II exam).

Secondary Special Education--
How Candidates Submit Evidence of Content Proficiency - Form 26

- Submit passing scores on the appropriate content PRAXIS Exam(s)

OR

- Complete all required coursework for a restricted content endorsement (biology, English, general science, mathematics and/or social studies)

**Candidates may apply for a temporary restricted content endorsement, if they do not yet hold required coursework for a restricted content endorsement. May be renewed only twice. To renew, annual renewal requirements must be met.

Support & Observation

- Training of Professional Support Team
  - WV Center for Professional Development
- Documentation Required (Policy 5901)
  - District provides forms to Professional Support Team
  - Forms contain frequency & duration of support & observation
  - Calendar of Events is completed as part of required documentation

Renewal: Employment Contract & Alternative Certificate

- Alternative certificate may be renewed as long as satisfactory progress is made--
  - Alternative Certificate may be renewed only 2 times (total of 3 years)
  - Renewal may be necessary to complete more complex programs of study and to meet content proficiency.

Evaluating Candidate Instruction & Completion of Program of Study

- Submitting the Final Evaluation to WVDE
  - Comprehensive Evaluation Form (template provided by WVDE)
  - Must contain required signatures
- Recommending for Initial Professional Certificate
  - Assisting candidate with process
  - Informing candidate of right to appeal final evaluation and the process for appealing

Submission of the AC Program Proposal -- WVEIS-WOW

- Prepare and complete the program proposal
- Save in pdf and remember the location of the file
- Log in to WVEIS-WOW
- Upload the proposal as indicated on the screenshots provided here

WVEIS *On the Web*

West Virginia Department of Education

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COUNTY ALTERNATIVE CERTIFICATION PROPOSAL UPLOAD

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Certification Application File Upload

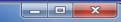|	
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COUNTY ALTERNATIVE CERTIFICATION PROPOSAL UPLOAD

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County	Title	Description	Status	Upload Date	Transfer Date	Action	
Kanawha	Document Title	Document Description	P	02/04/2016 10:06:09	0	View	Delete
Kanawha	Alt Cert Proposal	County Proposal	P	02/04/2016 10:04:40	0	View	Delete

For further information:

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