

School Finance Hot Topics – May 7, 2025

Save the Date

School Finance's annual summer conference 'DOGE Days of Summer' will be held at Stonewall Resort. The dates will be Tuesday, July 8, 2025, through Thursday, July 10, 2025. Reminder – registration and details for reservations have been sent out.

Upcoming Deadlines

County boards of education budgets are due no later than Friday, May 30, 2025.

County salary schedules and the signed certificates are due Friday, May 30, 2025.

Attendance Incentive Bonus – FY25 data collection forms are due on Tuesday, June 17, 2025.

WVBE Finance Policy Updates

WVBE Policy 8100, Public School Finance Requirements – included on the May 14th West Virginia State Board of Education (WVBE) agenda for a 30-day comment period.

WVBE Policy 8200, Purchasing Policies and Procedures Requirements - External stakeholder meetings have begun with an ultimate goal of a strike-and-insert revision being presented to the WVBE during the June WVBE meeting.

Reminders/Updates from Prior Sessions

HB 3035 – Third Grade Success Act (2023 Legislative Session)

The bill creates a statewide comprehensive approach to early literacy and numeracy in kindergarten through third grade by including components related to pre- and in-service teacher training, providing for additional support personnel in first through third grade classrooms, benchmark assessments to identify students struggling with literacy and numeracy including indicators for dyslexia and dyscalculia, multi-tiered systems of support, intervention, parent notification and extended year programs.

The bill has a personnel and funding impact by mandating an early childhood classroom assistant teacher in all Pre-K classrooms, all Kindergarten classrooms that have more than ten pupils, and all 1st through 3rd grade classrooms that have more than twelve pupils. The requirements will be phased in over a three-year period as follows: Pre-K through 1st grade - FY24, 2nd grade - FY25, and 3rd grade - FY26.

Because Pre-K and Kindergarten portions of the bill are a codification of the personnel mandates established in WVBE Policy 2510 - Assuring Quality of Education: Regulations for Education Programs, additional funding was not provided for these grade levels. The service personnel ratios set forth in W. Va. Code §18-9A-5 under the PSSP are appropriately adjusted within the bill to increase

the number of service personnel positions funded per 1,000 students upon full implementation by 9.82 phased in as follows: 3.42 in FY24, 3.26 in FY25, and 3.14 in FY26 for an aggregate increase of 9.82. Total service personnel ratios under the phase-in language within the bill are as follows:

FY24: 47.39 – high, 47.95 – medium, 48.52 – low, 49.10 – sparse

FY25: 50.65 – high, 51.21 – medium, 51.78 – low, 52.63 – sparse

FY26: 53.79 – high, 54.35 – medium, 54.92 – low, 55.50 – sparse

As a reminder, although the bill originally specified these positions to be “ECCATs”, the final version of the legislation passed into law allows the positions to be posted and hired as ECCATs, aides, paraprofessionals, or interventionists, if necessary.

Legislative Update

SB 650 – Relating to Full-Time Interventionists (Effective – April 9, 2025)

Upon the passage of HB 3035, the Third Grade Success Act, during the 2023 Legislative Session, classrooms in grades 1-3 with more than twelve students are required to have an ECCAT, aid, or paraprofessional employed to serve in support of the teacher instructing the classroom. The legislation further stated that the requirement could be satisfied by employing a full-time interventionist in lieu of the service level positions. To satisfy the requirements of W. Va. Code §18-5-18a, SB 650 passed during the 2025 Legislative Session now allows for a county board of education to employ a full-time interventionist to cover up to two classrooms and a part-time interventionist to cover one classroom identified as meeting the class size requirements for support of 2nd and 3rd grade classrooms only. Kindergarten and 1st grade classrooms must meet the requirements as originally set forth in the Third Grade Success Act.

As previously noted in this document, personnel ratios have been revised for fiscal years 2024, 2025, and 2026 due to the phase-in of HB 3035. County boards of education who choose to utilize professional interventionists in lieu of service personnel to support 2nd and 3rd grade classrooms should understand the impact on state aid funding and positions over/under formula as it pertains to both professional educator and service personnel funding. When the legislature initially placed the Third Grade Success Act into law, they made changes to the service personnel ratios to increase them annually in order to fund one service personnel per classroom that met the minimum requirements based on school year 2023 class size data. The thought process behind allowing county boards to employ a full-time interventionist to cover two classrooms is that the cost to employ one professional employee is similar to that of employing two service personnel.

County boards must understand the fact that they may go “under formula” for service personnel by employing interventionists but that the flexibility of going under formula is being utilized to cover going “over formula” for professional educator employment.

Further, OSF has revised position code 204 to be abundantly clear that the position code is to be utilized for educational interventionists as an interchangeable term to remedial specialist. Additionally, the definition of the position code has been expanded to include the fact that the position code can be utilized to satisfy the requirements set forth in W. Va. Code §18-5-18a.

204 **Remedial Specialist/Educational Interventionist** - A professional educator who is assigned to perform activities concerned with correcting or improving specifically noted deficiencies (such as deficiency in content previously taught but not learned) which are not due to impairment of mental or physical ability. These educators may also be utilized to fulfill the requirements of WVC §18-5-18a pertaining to the support of kindergarten through 3rd grade instructors.

HB 2014 - Certified Microgrid Program (Effective – July 11, 2025)

The bill created the “Certified Microgrid Development Program” by way of W. Va. Code §5B-2-21 encouraging the continued development, construction, operation, maintenance, and expansion in West Virginia of high impact i plants and facilities. While it is anticipated that the program will bring forth additional economic development for the State with corresponding revenue growth, the legislation stipulates nontraditional property tax revenue distribution practices, ultimately impacting county boards of education tax levy collections. Rather than the property valuation and tax levying process outlined in W. Va. Code §11 et. seq., the legislation defines terms:

- “Base assessed value” – defined as the taxable assessed value of all data center property of a high impact data center as shown upon the land books and personal property books of the assessor on July 1 of the calendar year preceding certification as a high impact data center;
- “Current assessed value” – defined as the annual taxable assessed value of all data center property of a high impact data center as shown upon the land books and personal property records of the assessor; and
- “Incremental assessed value” – defined as the difference between the value of property before and after the property is developed into a high impact data center.

These terms impact property tax levies on high impact data centers properties as follows:

- Regular levy - The amount of ad valorem property tax revenue to be generated by high impact data centers is computed by multiplying the **base assessed value** of the property by the applicable regular ad valorem levy rates for the tax year;
- Bond levy - The amount of ad valorem tax revenue to be generated by high impact data centers is computed by multiplying the **base assessed value** of the property for the current tax year by the applicable levy rates for general obligation bond debt service for the tax year; and
- Excess levy - The amount of ad valorem tax revenue to be generated by high impact data centers is computed by multiplying the **current assessed value** of the property for the current tax year by the applicable excess levy rates for the tax year.

The incremental assessed value that would traditionally have been included in the property tax levies on both the regular and bond levies will now have tax levy collections distributed by the West Virginia State Auditor in the following manner:

- Fifty percent of the increment shall be placed in the Personal Income Tax Reduction Fund as set forth in W. Va. Code §11B-2-33;
- Thirty percent of the increment is distributed to the situs county (it appears unclear in the legislation how these funds are to be spent or distributed among levying bodies within the county);
- Ten percent of the increment to all counties on a per capita basis according to the most recent census (it appears unclear in the legislation how these funds are to be spent or distributed among levying bodies within the county);
- Five percent of the increment shall be placed in the Economic Enhancement Grant Fund administered by the Water Development Authority provided in W. Va. §22C-1-6a; and
- Five percent of the increment shall be placed in the Electric Grid Stabilization and Security Fund provided in W. Va. Code §5B-2N-2a.

**HB 2164 - To allow for public and private schools in West Virginia to employ security personnel.
(Effective – July 11, 2025)**

The bill authorizes county boards of education, public charter schools, and private or religious schools to employ school safety officers. School safety officers must be certified by the WV Division of Protective Services as set forth in W. Va. Code §15-2D-3. School safety officers are permitted to carry firearms under certain conditional requirements. School districts electing to employ such positions shall be responsible for the costs of providing the necessary equipment for school safety officers to adequately perform their duties.

The legislation stipulates that additional insurance coverage shall be maintained for the employment of school safety officers. WVDE will have conversations with the West Virginia Board of Risk Insurance Management (BRIM) to determine what additional coverage and related cost of coverage may be necessary to obtain.

Position code 409 has been created for school safety officers and is set forth in the Professional Certified List Instructions as follows:

409 School Safety Officer - A staff member who meets the definition of professional personnel in WVC §18A-1-1 and holds active certification with the WV Division of Protective Services as set forth in W. Va. Code §15-2D-3.

The legislation does not preclude a school district from engaging in contracts with local law enforcement agencies to offer the services of a school resource officer. Further, the legislation allows for school districts to contract with private security firms to offer services of private security guards to perform duties of a school safety officer.

HB 3209 - To provide at least one counselor for every 250 students in public schools and public charter schools in this state. (Effective – July 1, 2025)

The bill requires county boards of education must hire two counselors per 1,000 students. The legislation was enacted without a corresponding change to the Public School Support Plan. The legislation further suggests that a county board may follow the ratio of one counselor to every 400-450 students in elementary and middle school and one counselor to every 250-300 students in high school.

SB 587 - Relating generally to government contracting (Effective – July 11, 2025)

The bill created “Government Construction Management At-Risk Contracts” through the newly codified W. Va. Code §5-22B et. seq. These contracts are defined as being construction projects costing \$20 million or more and are optional provisions in W. Va. Code. The provisions allow for a request for proposal process to be utilized for construction contracts in lieu of awarding to the lowest responsible bidder. The evaluation of the proposal must be completed by a committee as set forth in W. Va. Code §5-22B-5 and must be based on the following criteria:

(1) Pricing criteria: As part of its preparation for the pricing component of the request for proposal phase, the LEA shall establish pricing criteria which shall contain the following components: (A) Preconstruction fee; (B) Construction fee; and (C) General conditions.

(2) Performance criteria: As part of its preparation for the technical component of the proposal phase, the LEA shall establish performance criteria which may include an evaluation of a firm's proposed: (A) Schedule; (B) Approach to the work, including any anticipated self-performed work; (C) Work sequencing; (D) Performance history; (E) Approaches to performance specifications when used; (F) Plan for anticipated procurement difficulties; (G) Plan for additional considerations which may include technical design, technical approach, quality of proposed personnel, and management plan.

Once the evaluation committee has selected the prequalified firms, the LEA shall prepare a request for proposal for each construction management at-risk contract in accordance with the provisions of this article. At least 30 days prior to the deadline for receiving and opening proposals, notice of the request shall be published in the newspaper of general circulation in the geographic area of the proposed project; and sent by first-class mail to any construction manager upon request.

The request for proposal shall contain, at a minimum, the following elements: (1) The identity of the LEA for which the project will be built and will execute the contract; (2) The proposed terms and conditions of the construction manager at- risk contract, including any terms and conditions that are subject to further negotiation. The proposed general terms and conditions shall be consistent with nationally recognized model general terms and conditions which are standard in the design and construction industry in West Virginia. The proposed terms and conditions may set forth an initial determination of the manner by which the construction manager selects any subcontractor; (3) Any bonds and insurance required by law or as may be additionally required by the LEA; (4) General information about the project which will assist the LEA in its selection of the construction manager, including a project statement that contains information about the scope and nature of the project, the project site, and the project schedule; (5) The criteria for

evaluation of proposals; (6) Estimated construction budget; and (7) A description of any other information the LEA may require.

The following weight must be set out as a part of the selection process:

- (1) The financial resources of the construction manager to complete the project, 10 percent;
- (2) The ability of the proposed personnel of the construction manager to perform, 20 percent;
- (3) The character, integrity, reputation, judgment, experience, and efficiency of the construction manager, 20 percent;
- (4) The quality of performance on previous projects, 20 percent;
- (5) The ability of the construction manager to perform within the time specified, 10 percent;
- (6) The previous and existing compliance of the construction manager with laws relating to the contract, 10 percent; and
- (7) Such other information as may be secured having a bearing on the selection, 10 percent.

At-risk contract provisions set forth in W. Va. Code §5-22B et. seq. have a sunset clause expiring July 1, 2030.

SB 746 - Allowing State Board of Education to delegate its Medicaid provider status to public charter schools. (Effective July 9, 2025)

The bill allows the State Board to authorize Medicaid provider status to public charter schools and replaced “regional education service agencies” with “educational service cooperatives” as possible providers as well.

HB 2755 - To provide that the West Virginia Board of Education may promulgate rules or policies to be submitted to the Legislature for review. (Effective July 11, 2025)

Legislation that Didn’t Pass

SB 725 - Relating to unlawful expenditures by local fiscal bodies.

The bill would have specified that levying bodies have expressed authority to engage in multi-year contracts under certain conditions. The language of the bill text is as follows:

§11-8-26. Unlawful expenditures by local fiscal body.

(a) Except as provided in §11-8-14b, §11-8-25a, and §11-8-26a of this code or subsection (b) of this section, a local fiscal body shall not expend money or incur obligations:

- (1) In an unauthorized manner;
- (2) For an unauthorized purpose;
- (3) In excess of the amount allocated to the fund in the levy order; or
- (4) In excess of the funds available for current expenses.

(b) As it pertains to subdivision (4), subsection (a) of this section, local fiscal bodies shall not obligate funds beyond a period of one year:

(1) Except that local fiscal bodies shall have the authority to enter into multi-year contracts with a term extending up to five years only if the contract includes a cancellation clause allowing the local fiscal body to terminate the contract at any time upon 30 days' notice to the vendor. Local fiscal bodies must justify entering into multi-year contracts by maintaining documentation of material fiscal savings to the body; and

(2) Except that local fiscal bodies shall have the authority to enter into multi-year contracts executed to procure technology licensing service agreements with a term extending up to 10 years only if the contract includes a cancellation clause allowing the local fiscal body to terminate the contract at any time upon 30 days' notice to the vendor. Local fiscal bodies must justify entering into multi-year technology license service agreements by maintaining documentation of material fiscal savings to the body.

SB 506 - Relating to enhanced pay for certain teachers

The bill would have allowed for funding to be directed to county boards of education through the Public School Support Plan for the purpose of providing locality pay to certified teachers. Locality pay would have been calculated based on a complex formula that considered the average market value of homes in WV, situs counties, and border counties to the situs county.

HB 3508 - Relating to modifying the school aid formula to provide more support for schools under certain circumstances.

This bill, among other things, would have provided additional weight of .5 FTE for special education students as it pertains to the calculation of net enrollment under the Public School Support Plan. This newly established net enrollment count would have been applied only to the funding of service personnel under Step 2 of the formula and had a fiscal note of approximately \$45 million.

The bill would have also allowed for the WVDE to retain a certain amount of Step 7b funding in order to fund the WVEIS finance replacement.

HB 3452 - Transferring administration of Advanced Career Education (ACE) classes and programs from county boards of education to community and technical colleges.

WVBE Policy 8100 Revision

WVBE Policy 8100, Public School Finance Requirements was revised to include updates from the 2025 legislative session impacting the policy manual. The manual was also revised to include specific tuition revenue situations and how the situations should be treated. The revised language can be found below:

2.2.a. Hope Scholarship Tuition

In accordance with W. Va. Code §18-31-8(f), county boards and charter school governing boards shall charge tuition to Hope Scholarship students who enroll for services, including individual academic classes and extracurricular activities, in a public school within the school district. Hope Scholarship students who enroll for services part-time in public school shall not be included in net enrollment for state aid funding purposes. The enrollment status cannot be greater than .5 FTE. The tuition rate for enrollment in individual academic classes shall be the pro rata share of a Hope Scholarship student's annual scholarship. This shall be calculated by comparing the number of contact minutes to be earned in the course of the school term to that of a full-time student. Consequently, the tuition rate to be charged for individual academic classes will vary annually due to the fact that the Hope Scholarship amount is based upon the prior year statewide average state aid per pupil. School districts shall establish policies addressing procedures for charging tuition to Hope Scholarship students for enrollment in individual academic classes and to establish reasonable and necessary tuition charges for Hope Scholarship student who participate in extracurricular activities.

2.2.b. Mid-Year Transfer Invoicing

In accordance with W. Va. Code §18-5G-5 (a)(3) and §18-5-16, WV public school districts may invoice another school district for students who transfer into the receiving school district after the October 1st enrollment date. The maximum amount to be invoiced is the pro rata share of the amount of state basic foundation allowance and aid to exceptional students the receiving school district would have received in a fiscal year had the student been included in the school district's prior year's child count. Invoices are required to be paid within 30 days of receipt.

2.2.c. Public Charter School Interscholastic Activity Tuition

In accordance with WVC §18-5G-3(b), public charter school students are eligible to participate in state-sponsored or district-sponsored athletic and academic interscholastic leagues, competitions, awards, scholarships, and recognition programs for students, educators, administrators, and schools to the same extent as noncharter public school districts. If a public charter school does not sponsor an extracurricular athletic and/or academic interscholastic activity for the students enrolled in the public charter school, the public charter school students may participate on the same basis as other public school students in those activities that are sponsored by the noncharter public school district serving the attendance area in which the student resides.

The noncharter public school district has the authority to charge a public charter school student tuition for academic interscholastic participation on a pro rata basis based upon the noncharter public school district's current year state aid per pupil amount. This shall be accomplished by comparing the number of contact minutes to be earned in the course of the school term to that

of a full-time student. The noncharter public school district has the authority to charge a public charter school tuition for athletic interscholastic participation based on a fee schedule established by local policy. The fee schedule must consider the cost of participation for all other student athletes.

2.2.d Out-Of-State Tuition

LEAs shall charge tuition to out-of-state students. Tuition costs for out-of-state students shall be based upon the LEA's per capita cost per student. The LEA may deduct any cost not directly related to the education of such out-of-state students. See Appendix B for an example of the computation of cost per pupil.

2.2.e Summer School Tuition

Summer school that is separate and apart from the full school term may be offered and tuition that will not exceed the cost of operation of the summer school may be charged on a per pupil basis. If, in the judgment of the LEA, a pupil's parents cannot pay the tuition, the pupil may attend summer school at a reduced or no cost.

2.2.f Adult Student Tuition

W. Va. Code §18-5-19b authorizes LEAs to charge tuition for adult programs. W. Va. 126CSR2, Policy 1224.1, Accounting Procedures Manual for the Public Schools in the State of West Virginia (Policy 1224.1), requires the tuition funds for adult students in secondary vocational programs, adult students in adult vocational programs, and students in community education classes, be remitted to the board and credited to the adult education account. Schools are permitted to issue student tuition refunds and then invoice the county central business office for reimbursement of the refunds. Alternatively, schools may deduct any refunds issued to students from the next month's tuition remittance to the central business office. Tuition collected for adult students must be spent only on adult programs. The school must prepare a reconciliation that compares the tuition money receipted to the course registration listing. A copy of the course registration listing must be provided to the treasurer along with the tuition remittance.

Language pertaining to at-risk contracts was added similarly to what was discussed above under the SB 587 description within Legislative Updates.

Sworn Statements of Expenditures

W. Va. Code §12-4-14, which is the section of code that speaks to the additional state grant reporting requirements and sworn statement of expenditures, also requires that any grantee seeking any state grant provide a sworn statement to their grantors stating that they have fulfilled all reporting requirements of W. Va. Code §12-4-14. **Sworn statements for state grant awards issued in fiscal year 2023 are due June 30, 2025.**

Please keep in mind the following:

- State grants are still being extended on a case-by-case basis. Please do not send state funds back to WVDE prior to contacting the awarding official located at the top right corner of the grant award regarding a possible extension. OSF is continuing to work with appropriate WVDE officials to update specific grant contacts listed on the grant award.
- The law states the following in regard to the due date for these statements: “The grantee shall submit the sworn statement of expenditures within two years after the end of the fiscal year in which the grantor disbursed state grants to the grantee”. This means that state grants received in FY 2023 would require that you submit a sworn statement by the end of FY 2025.
- In most situations, each grant received will need only one sworn statement of expenditures completed. This statement should only be completed when:
 - You have expended the total amount of the grant, or
 - When you reach the liquidation date of the grant or the due date for the sworn statement and you have not completely expended the funds.
- If an extension request has been granted, a sworn statement is to be completed each year following the original liquidation date assigned to the grant award. This guidance is to be followed even if the county board has incurred no expense on the grant award at the time in which the sworn statement is due.

New Sworn Statement Download/Submission Procedures

Below is a screenshot of the newly established document management system which will house download of grant award and sworn statement of expenditure files, if applicable. This same manage documents hyperlink is where the grant award document will be located as a part of the grant acceptance process as well.

As a rule of thumb, if the year of the grant award begins with ‘S’, a sworn statement may be required for the grant assuming the project code is not 00000 or 29YXX.

Year	Grant	Commitment	Document Manager	Project Code	CFO Approval (fund)	CFO Approval (project)	Superintendent Approval
S2023	05SAATCH	GRTAWD04022300000408	Manage Documents	0431X	GES39001 approved 03/02/2023 09:03:31 fund 81 project 04310	TEW39001 approved 03/02/2023 09:03:01	
S2023	05SAEQRPL	GRTAWD04022300000449	Manage Documents	0538X	GES39001 approved 07/26/2022 07:07:12 fund 81 project 05380	TEW39001 approved 07/26/2022 10:07:53	
S2023	05SAFORM	GRTAWD04022300000526	Manage Documents	0531X	GES39001 approved 07/26/2022 07:07:32 fund 81 project 05310	TEW39001 approved 07/26/2022 10:07:53	
S2023	05SAPGMMD	GRTAWD04022300000625	Manage Documents	7131X	GES39001 approved 09/13/2022 08:09:58 fund 81 project 05330	TEW39001 approved 09/13/2022 10:09:38	
F2023	CTEATC	GRTAWD04022300000689	Manage Documents	5031X	GES39001 approved 07/26/2022 07:07:02 fund 81 project 50310	TEW39001 approved 07/26/2022 10:07:53	
S2023	05SAELLEA	GRTAWD04022300000796	Manage Documents	1431X	GES39001 approved 07/19/2022 13:07:50 fund 81 project 14310	TEW39001 approved 07/20/2022 08:07:41	
S2023	05SAACEIN	GRTAWD04022300001045	Manage Documents	6231X	GES39001 approved 07/26/2022 10:07:47 fund 81 project 62310	TEW39001 approved 07/26/2022 10:07:53	
F2023	INFAC:TY	GRTAWD04022300001179	Manage Documents	4331X	GES39001 approved 01/30/2023 15:01:14	TEW39001 approved 01/30/2023 15:01:44	

Step 2:

Document Manager for GRTAWD04022500000077

Available Downloads

Grant Award: [Download PDF](#)

Sworn Statement: [Download PDF](#)

Document Upload

Grant Award: No file chosen

Sworn Statement: No file chosen

Submitted Documents

No documents for GRTAWD04022500000077.

For the upload feature, both the grant award and sworn statement documents must be attached at the same time for the file to properly send to the WVDE contact of record. The grant award document must be the most recent version available in WoW at the time of sworn statement submission. Please note that county boards will still be required to run the GNL.570 to attach with the sworn statement in order to provide detail behind expenditures incurred on the grant award. Further, county boards should continue to use the same file naming structure that is currently in place ie. County23_YYYY.

The 'Submitted Documents' portion of the document management program will allow county boards to see if a sworn statement has been submitted through the system for approval.

Textbook Adoption Follow Up

As a reminder, GASB 96 – Subscription Based Information Technology Agreements, changed the world of accounting for technology licensing agreements that brought e-textbook and other issues to light. Because of the GASB statement, the e-textbook licensing piece of adoption is required to be separated from the physical side of the agreement. Once this breakdown occurs, county boards are then pre-paying for the licensing agreement unless they are issuing payment annually for the license through a renewal provision in the contract.

However, due to language in W. Va. Code §11-8-26, local levying bodies “shall not expend money or incur obligations in excess of the amount allocated to the fund in the levy order.” The WVDE has historically

issued guidance that this language implies that local levying bodies cannot enter into multi-year contracts/agreements without a renewal clause, nor can they pay for the multi-year agreement up-front.

Further guidance was issued that if supplemental workbook materials are not going to be received from the vendor by the BOE in year one of the textbook adoption, then county boards of education should not be including the aggregate total of the materials on the initial purchase order, nor should they be releasing payment in advance of receipt. The reason for this guidance is that there are internal controls in place in the procurement process to avoid the potential for fraudulent activity by requiring receiving reports to be compared to the purchase order and invoice. If the materials are not being shipped and received when ordered, then this control process is no longer reliable. Alternatively, WVDE's guidance would be to either receive the materials simultaneously with the physical textbook and store the workbooks until needed utilizing an appropriate inventory system or setting up an agreement similar to the e-textbook guidance that has been issued in which the purchase order is established annually for the workbooks required for the given school year with subsequent payments being made annually.

NBCT and Other Reimbursements

According to WVC §18A-4-2a, the classroom teachers who have attained national certification from the National Board of Professional Teaching Standards (NBPTS) are entitled to a \$3,500 annual supplement for the life of the certificate (not to exceed ten years for any one certification). Classroom teachers are defined as those personnel who maintain an instructional or counseling relationship with students, spending the majority of time in this capacity.

According to W. Va. Code §18A-4-2b, speech-language pathologists, audiologists, counselors, school psychologists or school nurses who possess recognized certificates issued by associations other than the NBPTS in the appropriate field are entitled to a \$2,500 annual supplement for the life of the certificate or ten years, whichever expires first. However, according to the code section, the number of new personnel per year that may be awarded the supplement is limited to 115 new personnel in total for the group each year. The determination of who the new personnel are is made by the WVDE Office of Certification in accordance with the criteria prescribed in State Board Policy 5202.

W. Va. Code §18A-4-2c authorizes payment of \$2,000 annually to classroom teachers who hold a valid certificate issued by the NBPTS, who are employed at a school designated as a persistently low performing school by WVDE, and who serve in a mentoring capacity for other teachers at the school. The payments shall be in addition to the prescribed amounts in the state minimum salary schedule, paid in equal monthly installments, and be considered part of the state minimum salaries for teachers. Once eligible, a teacher remains eligible for five consecutive years of employment in the same school in the same assignment regardless of a subsequent change in the designation of the school as a persistently low performing school (assuming that the classroom teacher's certificate with NBPTS remains valid). During the same five-year period, the teacher may not receive the increment for mentoring teachers at a different school.

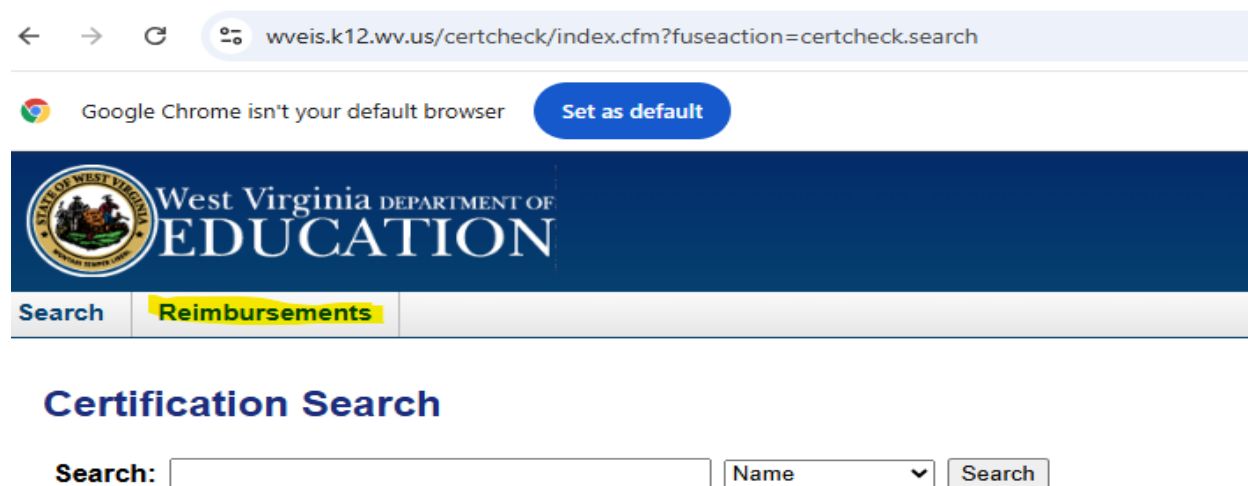
When referring to the actual supplement paid to applicable staff, for the initial year in which the supplement is awarded, the supplement shall be pro-rated for the current school year with a daily supplement rate of \$17.50 (\$3,500/200 days) paid for the remaining employment dates of the school year after the effective date of the award. For teachers who are employed beyond 200 days, the daily rate of

\$17.50 shall be paid for the extended employment days as well to maintain the same daily rate of pay. der ESEA programs as well.

There are various forms that must be completed in association with National Certification approval and certain tuition reimbursements in which a reimbursement may be made to those individuals for completing the form. A summary description of the forms is below with detailed descriptions found in **Attachment 1**.

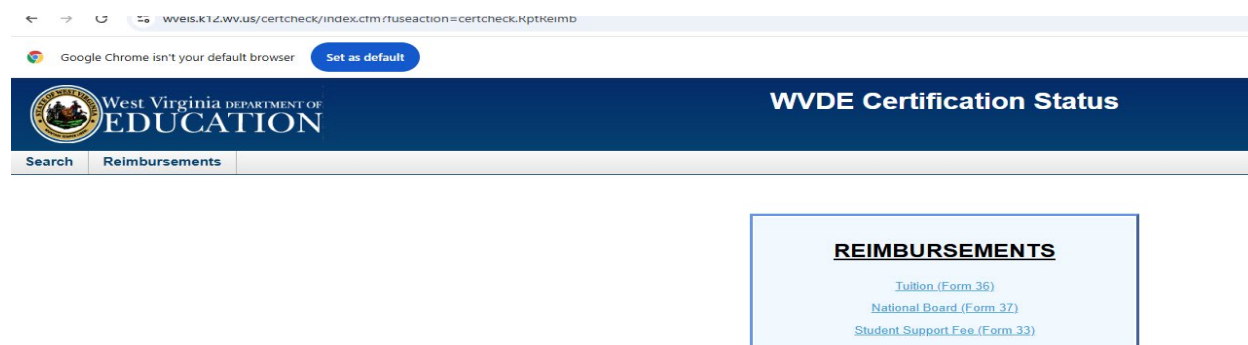
The applications for Form 33 (AHSA, NBCC, WVBE, NASP or NBCCSN Enrollment & Completion Fee Reimbursement), Form 36 (Tuition Reimbursement) and Form 37 (National Board Fee Reimbursement) are submitted to the WVDE Office of Certification and Professional Preparation. That office reviews the applications and makes a determination of whether each application is approved or denied. The status of each application submitted by a county board to the WVDE can be found on the cert check website at the following URL <https://wweis.k12.wv.us/certcheck/>. In addition, certain individuals in the county with the Personnel Director role in WOW receive a daily email update that lists the approval determination for any processed applications. Please see the following screenprints detailing access to the application status:

Step 1:



The screenshot shows a web browser window with the address bar displaying wweis.k12.wv.us/certcheck/index.cfm?fuseaction=certcheck.search. Below the browser window is a banner for the West Virginia Department of Education. The banner includes the state seal and the text "West Virginia DEPARTMENT OF EDUCATION". Below the banner is a navigation bar with two tabs: "Search" and "Reimbursements". The "Reimbursements" tab is currently selected. Below the navigation bar is a section titled "Certification Search". This section contains a search form with a label "Search:" followed by a text input field, a dropdown menu labeled "Name", and a "Search" button.

Step 2:



The screenshot shows a web browser window with the address bar displaying wweis.k12.wv.us/certcheck/index.cfm?fuseaction=certcheck.KptReimp. Below the browser window is a banner for the West Virginia Department of Education. The banner includes the state seal and the text "West Virginia DEPARTMENT OF EDUCATION". Below the banner is a navigation bar with two tabs: "Search" and "Reimbursements". The "Reimbursements" tab is currently selected. Below the navigation bar is a section titled "WVDE Certification Status". This section contains a box with the heading "REIMBURSEMENTS" and three links: "Tuition (Form 36)", "National Board (Form 37)", and "Student Support Fee (Form 33)".

Step 3:

Year	2025	County	Cabell	Filter
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**Tuition Reimbursements (Form 36)
Cabell County
2025**

Approved

License No.	Name	Date Received	Resolution	Status	Amount Requested	Amount Approved	Action
E7J147200276	Jamie Staggers	20250415	20250416	Approved	\$1,716.75	\$1,716.75	View Details
R6A147000117	Sara Morris	20250123	20250305	Approved	\$7,965.00	\$2,896.00	View Details
A3N136600404	Kara Swanson	20250117	20250213	Approved	\$1,716.75	\$1,716.75	View Details
U5N147600219	Jackson Hussell-Davis	20241226	20250213	Approved	\$1,565.25	\$1,565.25	View Details
N7E144800370	Anna Misner	20240809	20240912	Approved	\$1,725.00	\$1,677.75	View Details
R5K145500179	Dessie Kernan	20240805	20240828	Approved	\$1,694.53	\$1,677.75	View Details
Total						\$11,250.25	

Denied

License No.	Name	Date Received	Resolution	Status	Amount Requested	Amount Approved	Action
E7J147200276	Jamie Staggers	20250227	20250411	Denied	\$1,716.75	\$0.00	View Details
R6A147000117	Sara Morris	20241226	20241230	Denied	\$0.00	\$0.00	View Details

Upon approval of a Form 33, 36 or 37 applications by the WVDE, the county board of education that employs the applicant is expected to process the payment to the individual. County boards of education should not wait to receive the grant award from WVDE to process the payment to the individual. As has been discussed in recent correspondence, instead of sending multiple grant awards to county boards of education throughout the year, the WVDE had been sending one grant per year for each of the three forms (typically at the end of the fiscal year) to fully reimburse each county board of education for the amount of any applications approved during the year. Because of the fact that depending on timing of the approval of a particular form and that a county could sometimes wait several months before receiving the grant award from WVDE, WVDE has updated the procedures of issuing the Tuition and National Board fee reimbursements in December with a revised award and payment being issued in June.

As a reminder, project 29Y2X (Fee Reimbursements) was created in the LEA Chart of Accounts to track the payments made for Form 33, 36 or 37 approved applications during the fiscal year and the subsequent grant revenue. Once the grants are received at the end of the fiscal year, the expenditures and the revenue within the project should match.

PEIA Annual Option

The Office of School Finance has been made aware of inconsistencies surrounding the treatment of onboarding of new employees and the ability to opt-into or out of the Premium Conversion Plan offered by PEIA. The PCP allows for PEIA participants to elect to have premiums withheld from compensation on

a pre- or post-tax basis. It is advised that existing employees also be made aware of the ability to opt-into or out of the PCP due to tax planning strategies as they consider retirement. It is advisable that employees consult with their independent accountant or tax planner regarding this issue. A copy of the PCP form can be found as **Attachment 2**.

WVDE Website Update

WVDE has undergone a complete overhaul of the agency's website. The Office of School Finance's direct landing page can be found at the following link <https://wvde.us/about-us/finance/school-finance> and is a part of a more general "finance" page which includes Federal funding and WVDE purchasing.

Fiscal Year 2026 Budget Review Process Changes

As a reminder, WVDE will be adding additional measures within the fiscal year 2026 budget review process as follows:

- A review will take place to ensure that individual projects balance.
- Appropriate WVDE staff will be utilized to review specific projects distributed from their respective offices to ensure to initial budgeted expenditures abides by the scope of the grant award.

A summary of the budget review process can be found in **Attachment 3**.

National Board Certification

National Board Certification (NBC) is the gold-standard credential for educators in the United States. Much like other professions, NBC symbolizes accomplished practice beyond licensure. The rigorous process—which can take three years to complete—includes four components: content knowledge; differentiation in instruction; teaching practice and learning environment; and effective/reflective practice. The WVDE provides a yearlong cycle of support for teachers interested in pursuing certification.

WVDE Sponsored Support:

- » Awareness & Support professional learning sessions
- » Statewide cohort or mentor support – Fall & Spring in the first year
- » Non-degree graduate credit at a low cost
- » Maintenance of Certification professional learning session

Financial Incentives:

- » Reimbursement of all component and registration fees for initial certification
- » Reimbursement of up to \$600 for extra expenses for initial certification
- » Reimbursement of Maintenance of Certification fees
- » Annual stipend of \$3,500 for the length of your certificate
- » Additional county sponsored stipend when applicable

For further information, please contact Dr. Bridget Phillips at bridget.phillips@k12.wv.us or visit the WVDE Educator Development & Support Services website at:

<https://wvde.us/educator-development-and-support/professional-learning>





Fee Support: West Virginia will reimburse first-time candidates half of the application fees upon payment to the National Board for Professional Teaching Standards (NBPTS) and the remainder of the application fees upon completion and submission of components. Teachers that achieve certification can also apply for an additional \$600 for extra expenses.

Stipends: West Virginia provides an annual state salary bonus of \$3,500 for classroom teachers who hold a valid certificate from the NBPTS and are employed in a West Virginia public school, and an additional \$2,000 for teachers in high-needs schools.

The additional \$2,000 stipend for teaching in a high-needs school:

- » National Board Certified Teachers (NBCTs) must hold an active certification from NBPTS.
- » NBCTs must complete the WVDE Mentor Training.
- » NBCTs must serve in the capacity of a mentor to support other teachers in the school.
- » The designation of high-needs is determined by the WVDE Finance Office and include schools that are persistently low performing. A list is provided to each county.

Many county school districts provide additional support and/or salary supplements.

Candidate Support: The West Virginia Department of Education provides teachers with a yearlong cycle of support at no cost to candidates beginning with in-person professional learning for teachers to become familiar with the NBPTS process, standards, and expectations of the program. Continued support will be provided throughout the first year in the form of county cohorts or one-to-one mentoring from an active NBCT. Graduate credit for participation in the support cohorts or mentor support is optional for a nominal fee. All teachers must attend the in-person professional learning to be eligible for support.

Tuition Reimbursement

Form 36

- A Professional Teaching Certificate is required:
 - This includes provisional alternative certificates
 - First Class Permits *do not* fulfill this requirement without a professional certificate as well.
- Reimbursement amounts vary based on legislative funding and are on a first-come, first-served basis.
 - Coursework is accepted from 7/1—6/15 each year.
 - Coursework must be completed during the current fiscal year.
 - Applicants are to be reimbursed by the county upon approval.
 - Grants to the counties will be made twice per year, usually early February and June.
- Reimbursement is limited to the cost of tuition, registration, and other required fees.
 - **All** coursework must be in a verified shortage area.
 - Reimbursement may not exceed the highest corresponding tuition at a West Virginia Institution of Higher Education (IHE).
 - Coursework is limited to 15 semester hours total.
- Official documentation showing the following is required:
 - Tuition statement with name, term, and tuition/fee amounts paid
 - Receipts with the applicant's name and a \$0 balance
 - Transcript with a minimum 3.00 GPA
 - Beginning and end dates of summer terms



For additional information, please contact Christina Haymaker in the Office of Certification
(304) 558-7010 or via email at chaymaker@k12.wv.us with questions.

Tuition Reimbursement

WVDE Office of Certification

STATE CODE

§18A-3-3a. Payment of tuition, registration, and other fees for teachers; maximum payment per teacher.

(a) The West Virginia Department of Education shall promulgate rules to administer the reimbursement of tuition, registration and other required fees for coursework completed by teachers in accordance with the provisions of this section. The rules shall provide for reimbursement for courses completed toward both certification renewal and additional endorsement in a shortage area.

(b) As used in this section, the following words and phrases have the meanings ascribed to them:

(1) "Teacher" has the meaning provided in section one, article one, chapter eighteen of this code.

(2) "Shortage area" shall be defined by state board policy to indicate the subject areas for which an insufficient number of teachers are available.

(3) "Certification" and "certificate" mean a valid West Virginia:

(A) Professional teaching, service, or administrative certificate, or its equivalent; or

(B) Provisional professional teaching, service, or administrative certificate, or its equivalent.

(4) "Requirements for certification renewal" are those requirements of the state Department of Education as provided in section three of this article.

(5) "Requirements for additional endorsement" are those requirements of the state Department of Education as provided in section three of this article.

(6) "State institution of higher education" has the meaning provided in section two, article one, chapter eighteen-b of this code.

(c) To the extent of funds appropriated for the purposes specified in this section, payment shall be made to any teacher who:

(1) Holds either a valid West Virginia:

(A) Certificate; or

(B) First class permit for full-time employment; and

(2) Is seeking:

(A) An additional endorsement in a shortage area, and either resides in the state or is employed regularly for instructional purposes in a public school in the state; or

(B) Certification renewal and has a continuing contract with a county board.

(d) The payment shall be made as reimbursement for the tuition, registration and other required fees for any course completed at:

(1) Any college or university within the state; or

(2) A college or university outside the state if prior approval is granted by the department.

(e) A course is eligible for reimbursement if it meets the requirements for:

(1) An additional endorsement in a shortage area; or

(2) Certification renewal.

(f) If funds appropriated for the purposes specified in this section are insufficient for the reimbursement of all eligible courses within the limits provided in this section, the West Virginia Department of Education shall make the reimbursements for courses for additional endorsement in a shortage area and certification renewal in a shortage area first.

(g) Payment made for any single fee may not exceed the amount of the highest corresponding fee charged at a state institution of higher education.

(h) Reimbursement for courses completed toward certification renewal is limited to fifteen semester hours of courses for any teacher. Reimbursement for courses completed toward additional endorsement in a shortage area is limited to fifteen semester hours of courses for any teacher.

(i) The West Virginia Department of Education shall seek funding from sources other than general revenue appropriation, including, but not limited to, workforce investment funds.

(j) No provision of this section may be construed to require any appropriation or any specific amount of appropriation for the purposes specified in this section, or to require the department to expend funds for those purposes from any other amounts appropriated for expenditure by the department.

WVBE Policy 5202 §126-136-

23.1. Tuition Reimbursement for Certificate Renewal or Shortage Areas.

23.1.a. W. Va. Code §18A-3-3a, an educator applying for tuition reimbursement is required to submit documentation that they meet the following criteria: holds either a valid West Virginia Professional Teaching, Student Support, or Administrative Certificate, or one of these Professional Certificates and a First Class Permit for full-time employment seeking an additional endorsement in a shortage area, and resides in the state or is employed regularly for instructional purposes in a West Virginia public school; or is seeking certification renewal, and has a continuing contract with a county board of education or eligible public school employment. Provided, tuition reimbursement is contingent upon available funding through legislative appropriations.

23.1.b. Limitations. Reimbursement for coursework is limited to the cost of tuition, registration, and other required fees for appropriate college/university coursework used for certificate renewal or in a verified shortage area. Reimbursement for an educator who attends an out-of-state IHE (W. Va. Code §18A-3-3a(d)(2)), or a private IHE is limited to the amount of the highest corresponding tuition charged at a West Virginia state-supported IHE. Reimbursement for coursework completed towards certification renewal or in a shortage area is limited to 15 semester hours of courses. Reimbursement for coursework completed in an area of critical shortage takes precedent over coursework completed for renewal (W. Va. Code §18A-3-3a(f)). For reimbursement of shortage area coursework, the shortage area must be verified by the county of employment and the educator must have the appropriate IHE coursework with a minimum 3.00 GPA.

23.1.c. Reimbursement Schedule. A request for tuition reimbursement must be received by the WVDE between July 1 and June 15 of each fiscal year for coursework completed during that fiscal year. Tuition reimbursement is provided on a first-come, first-served basis and contingent on available funding. Coursework completed prior to the beginning of a fiscal year will not be considered for state tuition reimbursement.

23.1.d. Third-Party Reimbursement. An educator who receives a tuition and/or fee waiver is not eligible for reimbursement by the WVDE for the tuition/fees covered by the subsidy. Only expenses incurred personally by the educator are reimbursable.

Additional Pertinent Policy:

4.60. Professional Certificate or Equivalent. A Professional Teaching Certificate, Professional Student Support Certificate, Professional Administrative Certificate, CTE Certificate, Provisional Alternative Certificate, Provisional Professional Student Support Certificate, Provisional Professional Administrative Certificate, Temporary CTE Certificate, Permit for Non-United-States Citizen, Permanent Authorization for School

Nurse, Temporary Nurse Certificate, or Nurse Certificate, and/or the Alternative Teaching Certificate required for employment in West Virginia public schools.

National Certification Reimbursement

Form 33

- As with all Certification funds, counties reimburse upon approval.
 - Applications are approved once per year after September 15th.
 - Grants to the counties should be in process by October 31st.
- National Student Support Certification Reimbursements
 - ASHA
 - NBCC
 - WVBEC
 - NASP
 - NBCSN
- Reimbursement allowable **one time only** for:
 - Initial board certification program enrollment
 - Completion
 - Extra expenses fees ~OR~
 - Once for up to \$600 for board certification renewal fees *in lieu of* initial program fees
- Applicant must have a current Student Support Salary Supplement
- All receipts must:
 - Be in your name
 - Have a \$0 balance
 - Have all payment plans complete



For additional information, please contact Christina Haymaker in the Office of Certification
(304) 558-7010 or via email at chaymaker@k12.wv.us with questions.

National Certification Reimbursement

WVDE Office of Certification

STATE CODE

§18A-4-2b. State minimum salary supplement and educational expense reimbursement for professional personnel with recognized national certification in speech-language pathology, audiology, counseling, school psychology or school nursing.

(a) (1) The Legislature finds that achieving a nationally recognized professional certification in speech-language pathology or audiology involves a rigorous process of demonstrating both knowledge and skills and results in highly trained and capable employees. Individuals who attain national professional certification by the American Speech-Language-Hearing Association provide needed and essential services to the school students of this state. Individuals should be encouraged to achieve and maintain the national professional certification through reimbursement of expenses and a salary bonus which reflects their additional certification.

(2) The Legislature finds that the rigorous standards and processes for advanced certification by either the National Board of Certified Counselors or the West Virginia Board of Examiners in Counseling helps to promote the quality of counseling in schools. Counselors in the public schools of West Virginia should be encouraged to achieve and maintain the advanced certification through reimbursement of expenses and a salary bonus that reflects their additional certification.

(3) The Legislature finds that achieving a nationally recognized professional certification in school psychology involves a rigorous process of demonstrating competencies in scientific research-based knowledge and skills. School psychologists provide assessment, counseling and consultation to students, teachers, school administrators and parents. Individuals who attain national professional certification by the National Association of School Psychologists provide services to students, families and school systems in this state. School psychologists should be encouraged to achieve and maintain this national professional certification through reimbursement of expenses and a salary bonus which reflects their additional certification.

(4) The Legislature finds that achieving a nationally recognized professional certification in school nursing involves a rigorous process of demonstrating competencies in health care and nursing applications, knowledge and skills. School nurses provide assessment, counseling and consultation to students, teachers, school administrators and parents. School nurses who attain national professional certification by the National Board for Certification of School Nurses provide services to students, families and school systems in this state. School nurses should be encouraged to achieve and maintain this national professional certification through

reimbursement of expenses and a salary bonus which reflects their additional certification.

(5) Therefore, the purpose of this section is:

(A) To provide a statewide salary supplement for certain professional personnel employed in the public schools who hold nationally recognized professional certification in speech-language pathology, audiology, counseling, school psychology or school nursing;

(B) To treat these professional certifications equally;

(C) To encourage others to attain such a certification; and

(D) To help school systems recruit these highly qualified professionals.

(b) In addition to any amounts prescribed in the applicable state minimum salary schedule, any professional personnel who hold national certification or other credential as provided in this section shall be paid an annual salary supplement of \$2,500. The payment is:

(1) To be made in equal monthly installments;

(2) To be considered a part of the state minimum salaries for teachers; and

(3) To continue for the life of the certification, or for ten years for any one certification, whichever first expires.

(c) Professional personnel employed as speech-language pathologists, audiologists, counselors, school psychologists or school nurses are eligible upon enrollment for reimbursement for one-half of the fee for certification in accordance with this section. In addition, these personnel are eligible upon attainment of the certification for reimbursement of the remainder of the application fee plus other expenses actually incurred toward attainment of the certification, not exceeding \$600, upon approval by the Department of Education. Not more than one hundred fifteen speech-language pathologists, audiologists, counselors, school psychologists and school nurses, combined total, are eligible for reimbursement in any one fiscal year.

(d) Notwithstanding subsection (b) of this section, for the school year beginning July 1, 2008, the number of speech-language pathologists, audiologists, counselors, school psychologists and school nurses paid the annual salary supplement provided for in said subsection may not exceed the number of speech-language pathologists, audiologists and counselors eligible to be paid the annual salary supplement under the provisions of this section in effect during the school year beginning July 1, 2007, by more than one hundred fifteen qualified recipients, and the total amount of qualified recipients may not increase thereafter by more than one hundred fifteen in each subsequent fiscal year.

(e) The state board shall promulgate a legislative rule establishing criteria for selection of the individuals eligible for reimbursement and a salary supplement in accordance with this section. The selection criteria shall prioritize the length of time the certification has been held and the years of experience of the holder in determining eligibility.

(f) The state board shall report the rule to the Legislative Oversight Commission on Education Accountability by the January, 2009, legislative interim meeting period and shall report on its progress in developing the rule to the commission during prior interim meetings as requested.

(g) No provision of this section may be construed to require any appropriation, or any specific level of appropriation, by the Legislature, or payment of any supplement or reimbursement described in this section for which a specific appropriation has not been made.

(h) Notwithstanding any other provision of this section or the provisions of section 2-a of this article, professional personnel may not be paid a salary supplement pursuant to the provisions of both said sections.

WVBE Policy 5202 §126-136-

23.3. Reimbursement and Salary Supplement for Professional Personnel with Recognized National Certification in Speech Language Pathology, Counseling, School Psychology, and School Nursing General Criteria.

23.3.a. The purpose of this section is to recognize and reward certain professional personnel, as defined in W. Va. Code §18A-1-1, holding advanced certification by the ASHA, the National Board of Certified Counselors (NBCC), the West Virginia Board of Examiners in Counseling (WVBEC), the National Association of School Psychologists (NASP), or the National Board for Certification of School Nurses (NBCSN), that meet eligibility criteria (W. Va. Code §18A-4-2b) by providing a statewide salary supplement and reimbursement program for fees and actual extra expenses incurred toward attainment of their initial advanced certification for professional personnel employed in the public schools as SLPs, counselors, school psychologists, or school nurses.

23.3.b. Limitations for Salary Supplement. The number of SLPs, counselors, school psychologists, or school nurses eligible for an annual salary supplement is limited to 115 combined total for the fiscal year beginning July 1, 2008, with an additional 115 allowable each fiscal year thereafter. The eligible professional personnel shall be determined each fiscal year by ranking: verification of the length of time that advanced certification has been held; the length of time that West Virginia certification in the endorsement area has been held; and the total months of public-school work experience completed in the endorsement area.

23.3.c. Limitations for Reimbursement. The number of SLPs, counselors, school psychologists, or school nurses eligible, upon attainment of the advanced certification, for reimbursement of the remainder of the application program fee plus other expenses actually incurred toward attainment of the certification shall be limited to no more than 115 combined total for the first fiscal year beginning July 1, 2008, with an additional 115 allowable each fiscal year thereafter. The eligible professional personnel eligible for reimbursement shall be determined each fiscal year by ranking and verification as specified in section 23.3.b. The total number of professional personnel reimbursed in any fiscal year is dependent upon the available funding through legislative appropriation for that fiscal year but shall not exceed 115 in any fiscal year. Recognition of only one advanced certification shall be allowed for any individual for the purpose of obtaining the fee reimbursement and/or the salary supplement.

23.3.d. Reimbursement and Salary Supplement Schedule. Beginning July 1, 2008, 115 professional personnel as defined in W. Va. Code §18A-1-1 who hold advanced certification by ASHA, NBCC, WVBEC, NASP, or NBCSN, and employed in the West Virginia public schools, shall be granted an annual salary supplement of \$2,500.00 for the life of the advanced certification, or for 10 years for any one certification, whichever expires first, with an additional 115 professional personnel allowable every fiscal year

thereafter. Additionally, beginning July 1, 2008, 115 professional personnel as defined in W. Va. Code §18A-1-1 are eligible for reimbursement of one-half of the fee for advanced certification upon enrollment, and upon attainment of the advanced certification are eligible for reimbursement of the remaining one-half of the fee, plus other expenses actually incurred which are not to exceed \$600.00 maximum, toward attainment of the advanced certification, with reimbursement for an additional 115 professional personnel allowable every fiscal year thereafter.

23.3.e. Deadlines. Applications shall be accepted annually from January 1 through September 15 for processing for SLPs, counselors, school psychologists and school nurses. Applications received after the September 15 deadline through December 31 shall be automatically denied for reimbursement and salary supplement. Beginning January 1 annually, applications received by the September 15 deadline for that year will be reviewed and ranked according to the criteria in this section to identify the 115 additional applications eligible for payment during that year. Only candidates employed in West Virginia public schools as an SLP, counselor, school psychologist, or school nurse are eligible for the reimbursement or salary supplement.

23.3.f. Procedures for requesting National Certification Reimbursements. Eligible professional personnel who enroll in, or complete, the initial ASHA, NBCC, WVBE, NASP, or NBCSN certification is eligible to apply for reimbursement of one-half of the program fee for enrollment and one-half of the fee for completion, a maximum of \$600.00 for extra expenses incurred for the initial certification, as specified in the IRS guidelines, by applying for reimbursement and submitting documentation of the following: payment verification of the advanced certification program fee(s); verification that the candidate is enrolled in, or has completed, the advanced certification process; a copy of the ASHA, NBCC, WVBE, NASP, or NBCSN advanced certificate and other official documentation, as needed, verifying the issuance and expiration dates of the advanced certification with receipts for permitted expenses incurred, if applying for completion fees or extra expenses and verification of the criteria specified in section 23; and other documentation that may be required.

23.3.g. Procedures for requesting National Certification Salary Supplements. Eligible professional personnel who complete advanced ASHA, NBCC, WVBE, NASP, or NBCSN certification is eligible for the annual salary supplement if their application includes the following documentation: a copy of the ASHA, NBCC, WVBE, NASP, or NBCSN advanced certificate and other official documentation, as needed, verifying the issuance and expiration dates of the advanced certification; verification of the criteria in accordance with section 23; and, verification of current employment in the West Virginia public schools as a SLP, counselor, school psychologist, or school nurse. The state salary supplement expires at the same time the national certification expires; therefore, a professional who successfully completes a national certification program is required to apply for a salary supplement renewal.

NBPTS Reimbursement

Form 37

- National Board for Professional Teaching Standards reimbursements
 - Enrollment
 - Completion
 - Additional Fee
 - Renewal
- As with all Certification funds, counties reimburse upon approval.
 - Grants to the counties will be made twice per year, usually early February and June.
- Official documentation showing the following is required:
 - Receipts with component numbers showing reflecting a \$0 balance - two for enrollment, all four for completion
 - Receipts detailing any registration fees
 - Proof all four components were submitted for scoring (completion)
 - Proof the exam was taken (completion)
 - Proof of current National Board Certification (additional fee and renewal)
 - Receipts for reimbursement fees (Transcript with a minimum 3.00 GPA)
 - Beginning and end dates of summer terms
- All receipts must:
 - Be in your name
 - Have a \$0 balance



For additional information, please contact Christina Haymaker in the Office of Certification
(304) 558-7010 or via email at chaymaker@k12.wv.us with questions.

**National Board for Professional Teaching Standards
(NBPTS) Reimbursement**
WVDE Office of Certification

§18A-4-2a. State minimum salary bonus for classroom teachers with national board certification.

(a) The Legislature finds and declares that the rigorous standards and processes for certification by the National Board for Professional Teaching Standards (NBPTS) helps to promote the quality of teaching and learning. Therefore, classroom teachers in the public schools of West Virginia should be encouraged to achieve national board certification through a reimbursement of expenses and an additional salary bonus which reflects their additional certification, to be paid in accordance with the provisions of this section.

(b) (1) Three thousand five hundred dollars shall be paid annually to each classroom teacher who holds a valid certificate issued by the National Board of for Professional Teaching Standards for the life of the certification, but in no event more than ten years for any one certification.

(2) Three thousand five hundred dollars shall be paid annually to each classroom teacher who holds a valid renewal certificate issued by the National Board of for Professional Teaching Standards for the life of the renewal certificate, but in no event more than ten years for any one renewal certificate.

(c) The payments:

(1) Shall be in addition to any amounts prescribed in the applicable state minimum salary schedule;

(2) Shall be paid in equal monthly installments; and

(3) Shall be considered a part of the state minimum salaries for teachers.

(d) For initial certification, one half of the certification fee shall be paid for reimbursement once to each teacher who enrolls submits satisfactory evidence to the West Virginia Department of Education of enrollment in the program for the National Board for Professional Teaching Standards certification and as verified by the National Board for Professional Teaching Standards. The remaining one half of the certification fee shall be paid for reimbursement once to each teacher who completes submits satisfactory evidence to the West Virginia Department of Education of completion of the National Board for Professional Teaching Standards certification Completion shall be defined as the completion of ten scorable entries, as verified by the National Board for Professional Teaching Standards. Teachers who achieve National Board for Professional Teaching Standards certification may be reimbursed a maximum of \$600

for expenses actually incurred while obtaining the National Board for Professional Teaching Standards certification.

(e) For renewal certification, each teacher who completes the National Board for Professional Teaching Standards certification renewal process shall be reimbursed for the renewal certification fee. Completion of the certification renewal process means the submission of satisfactory evidence to the West Virginia Department of Education of the successful renewal of the ten-year certification as verified by the National Board for Professional Teaching Standards.

(f) The state board shall establish selection criteria for the teachers by the legislative rule required pursuant to subsection (h) of this section.

(g) Funding for reimbursement of the initial certification fee and expenses actually incurred while obtaining the National Board for Professional Teaching Standards certifications and funding for reimbursement of the renewal certification fee shall be administered by the state Department of Education from an appropriation established for that purpose by the Legislature. If funds appropriated by the Legislature to accomplish the purposes of this subsection are insufficient, the state department shall prorate the reimbursements for expenses and shall request of the Legislature, at its next regular session, funds sufficient to accomplish the purposes of this subsection, including needed retroactive payments.

(h) The state board shall promulgate legislative rules pursuant to article three-b, chapter twenty-nine-a of this code to implement the provisions of this section.

WVBE Policy 5202 §126-136-

23.2. Reimbursement for National Board for Professional Teaching Standards (NBPTS) Certification.

23.2.a. The purpose of this reimbursement is to recognize and reward classroom teachers, as defined in W. Va. Code §18A-1-1, who achieve certification through the NBPTS, by providing financial assistance to participating classroom teachers.

23.2.b. Limitations. The number of teachers reimbursed in any fiscal year is contingent on available funding provided by legislative appropriation for that fiscal year.

23.2.c. Third-Party Reimbursement. A classroom teacher who receives a subsidy from the NBPTS, or any other third-party payer, is not eligible for reimbursement by the WVDE for the fees covered by the subsidy. Only expenses incurred personally by the teacher are reimbursable.

23.2.d. Reimbursement Schedule. For initial NBPTS board certification, a classroom teacher may be reimbursed once for enrollment and once for completion of the NBPTS Certification Program. Program completion shall be defined as the completion of four components verified by the NBPTS. The program must be completed within the general timeframe permitted by the NBPTS unless an extension for program completion is granted by the NBPTS. For NBPTS board certification Maintenance of Certification (MOC), a teacher who successfully maintains the NBPTS certification shall be reimbursed for the NBPTS MOC fees, upon application to the WVDE.

23.2.e. Procedures and processes for NBPTS Fee Reimbursement. (W. Va. Code §18A-4-2a(d)), fee reimbursements shall be processed and distributed as follows: one-half of the program fee shall be paid for reimbursement once to a teacher enrolled in the NBPTS certification program that submits an application that includes documentation verifying enrollment, the payment for two components, and the registration fee; the remaining one-half of the program fee shall be paid for reimbursement once to a teacher who submits an application that includes documentation verifying payment for the final two components, the registration fee, and submission of all four components to the NBPTS for final scoring. Additionally, MOC fee reimbursement is available for each successful MOC as verified by the NBPTS. An application for fee reimbursement must be received by the WVDE no later than June 15 annually.

23.2.f. Extra expenses reimbursement. A classroom teacher who achieves NBPTS Certification is eligible for reimbursement of the actual expenses incurred for initial National Board Certification only and a maximum of \$600.00 for non-durable goods as specified in the Internal Revenue Service (IRS) guidelines by applying for reimbursement and submitting documentation of the following: NBPTS board

certification, as verified by the NBPTS; original receipts for the expenses incurred; and, other documentation that may be required. Any subsidy funding received by a teacher for retake fees is considered as partial or complete payment of the \$600.00 allowance permitted for actual expenses incurred.

23.2.g. NBPTS Salary Supplement. A classroom teacher who becomes NBPTS certified shall receive an annual salary supplement of \$3,500.00 for the life of the certificate, up to five years for any one certificate, if the teacher's application includes documentation that they have become NBPTS certified and are employed as a public school classroom teacher. The annual salary supplement shall be in addition to any amounts prescribed in the applicable state minimum salary schedule the teacher is entitled to receive, paid in equal monthly installments, and considered a part of the state minimum salaries for teachers. The state salary supplement expires at the same time the NBPTS board certification expires; therefore, a classroom teacher who successfully completes NBPTS MOC Certification is required to apply for a salary supplement renewal.

23.2.h. NBPTS Certificate Recognition without Salary Supplement. An individual who is NBPTS certified but is not currently employed as a classroom teacher in West Virginia public schools, may request recognition of the NBPTS certification with a valid West Virginia Professional Teaching Certificate. The NBPTS salary supplement is only available to employed, fully certified West Virginia public school classroom teachers.

Coordination of Benefits (COB)

Coordination of Benefits is the process used by insurance companies to determine which plan will pay first, and how much it will pay. The kind of COB you have depends on the kind of plan you're in.

By law, the PEIA PPB Plan coordinates benefits with all other insurance plans – even medical payments made under an automobile policy, or other individual policy. The only plans we don't coordinate benefits with are individual policies which make per diem payments of less than \$100 and have limited benefits. PEIA uses the "carve-out" method for coordinating benefits as the secondary plan, which means that if the other plan pays as much as PEIA would have paid, then we pay nothing.

The HMOs offered by PEIA use "traditional" Coordination of Benefits, which means that they may pay up to 100% for services, but you will have to follow their rules to receive benefits.

Why bring up COB now?

We know that most people who encounter problems with the Premium Conversion plan want to make changes because they didn't understand how the PEIA PPB Plan works as a secondary payer. Often, they want to drop the PEIA PPB Plan as a secondary coverage, but this is not considered a qualifying event, so we can't allow it during the plan year.

During Open Enrollment (April 2 – May 15, 2025), you can make any changes, even if they're not the result of qualifying events.

Where can I learn more about COB?

If you're in the PEIA PPB Plan, read your Summary Plan Description for details of PEIA's Coordination of Benefits policy. If you're in a managed care plan, read your certificate of coverage or check with your plan for more details.

Premium Conversion Plan Form/Plan Year 2026

I, _____, wish to make the following changes in my Premium Conversion Plan participation:

- ☐ Opt INTO the Plan. I understand that by participating in this plan, I will reduce my tax liability, but I may be limiting my ability to make changes in my coverage throughout the plan year.
- ☐ Opt OUT of the Plan. I understand that by opting out of the plan, I am agreeing to pay my premiums on a post-tax Basis, thereby increasing my tax liability. This election may not be changed until the next open enrollment.

Employee's Signature

Date

Please return to your Benefit Coordinator. **DO NOT mail it to PEIA!!!**