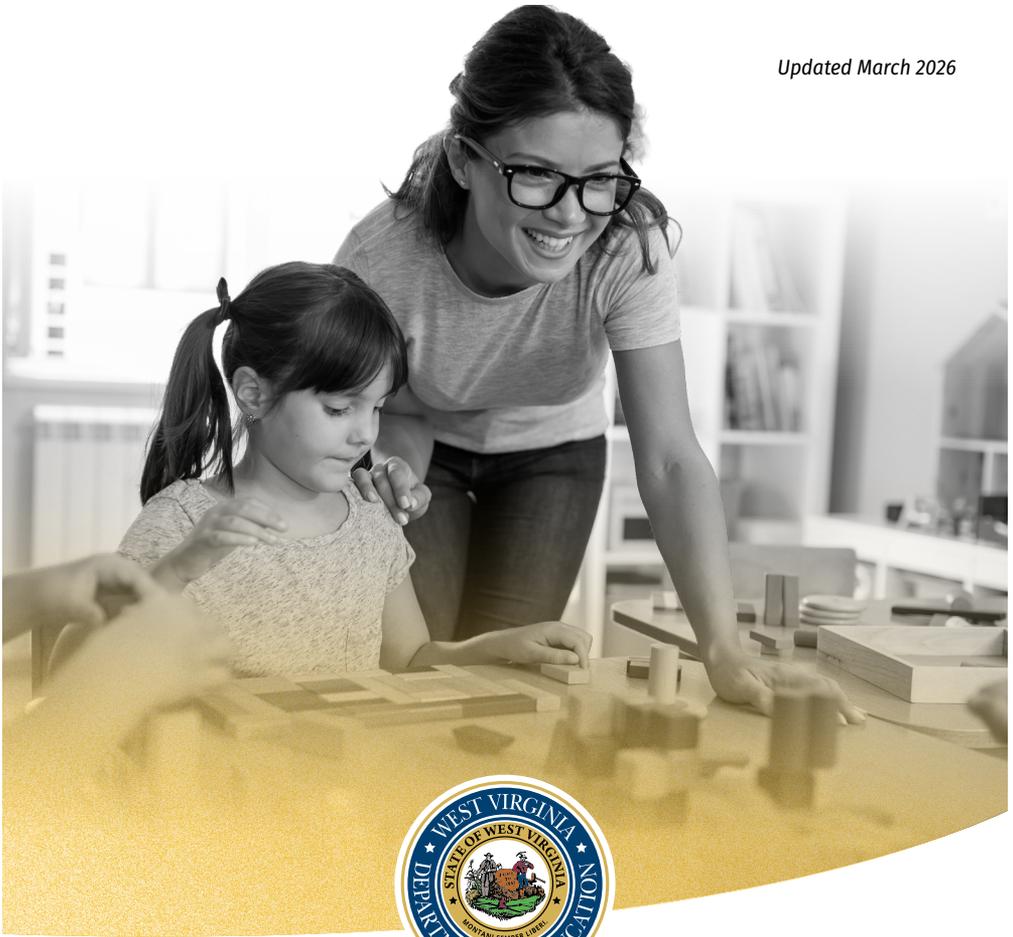


Updated March 2026



# **Educator Development and Certification** *Handbook*

**TeachWV**   
[teachwv.com](https://teachwv.com)



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2025-2026**

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State Superintendent of Schools  
West Virginia Department of Education

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# **Introduction**

This handbook is a resource for county leaders to identify effective approaches to attract and retain talented educators. As we work to achieve the highest educational outcomes, the West Virginia Department of Education (WVDE) and its offices of Educator Development, Certification, Human Resources, and Career Technical Education are focused on providing statewide supports to educators, staff, students and families.



Throughout the country and in the Mountain State, we are addressing declining interests in education as a career. The need for certified teachers grows among all areas of education which can impact the instruction that occurs in classrooms. It will take collaboration among all stakeholders of government, comprising of the West Virginia Legislature, West Virginia Board of Education (WVBE), WVDE, county school districts, and others to ensure our state has well-prepared teachers, ready to meet the unique needs of every student.

The WVDE is committed to meeting the needs of schools as they attempt to attract talented candidates from all walks of life to join the profession, using strategies including:

- » Providing personalized assistance to counties to identify probable candidates
- » Identifying suitable pathways to licensure and the best methods to reach potential applicants
- » Empowering traditional educator preparation programs (EPP) as they seek or maintain accreditation
- » Helping EPPs build strong partnerships with local school districts and establish meaningful residency experiences and employment, beginning either during program participation or after program completion
- » Managing the initiatives counties use to inspire students in high school or career technical education centers to become educators and influence professionals of other careers to transition from their fields into education
- » Promoting positive school climates and cultures which are conducive to high levels of academic achievement and teacher retention

Together, through continued collaboration, we can strengthen the educator pipeline, and ensure that every classroom is led by a well-prepared, dedicated professional. We appreciate your partnership and ongoing commitment to supporting West Virginia's educators and students, and we look forward to working together to advance these efforts statewide.

Sincerely,

A handwritten signature in black ink that reads "Michele L. Blatt". The signature is written in a cursive, flowing style.

Michele L. Blatt  
State Superintendent of Schools

OFFICE OF

**Educator  
Development**

# Office of Educator Development

The WVDE's Office of Educator Development is responsible for building strong workforce partnerships, developing suitable processes leading to certification, and promoting the best of our profession to ensure that every educator is experiencing positivity and success throughout each stage of their career pipeline. A candidate's path begins when they first notice the career as a valuable opportunity, moves into initial preparation and teacher certification, progresses through induction and professional growth, is garnished with recognitions and celebrations, and doesn't end until they have reached retirement. In fact, we hope that their experiences will inspire them to continue finding meaningful ways to positively impact their communities beyond retirement.

Processes for WVBE approval of educator preparation programs (traditional and non-traditional) found in [Policies 5100 and 5901](#) assure that providers maintain strong collaboration with school districts to meet their employment needs and offer coursework with sufficient alignment to national and state standards. Teamwork between our office and the Office of Certification in updating the West Virginia Licensure Testing Directory, makes certain required testing is selected based upon the expertise of stakeholders, changes in laws, and the needs of school systems across the state. Through comprehensive oversight, support, and facilitating relationships between all involved entities, our office fosters a cohesive system which supports educators throughout their professional journey in meeting the needs of all students. We invite county leaders to reach out for assistance in building valuable partnerships with educator preparation programs and addressing areas of teacher shortage.

## Questions?



**Traci Gregory Ed.D.**

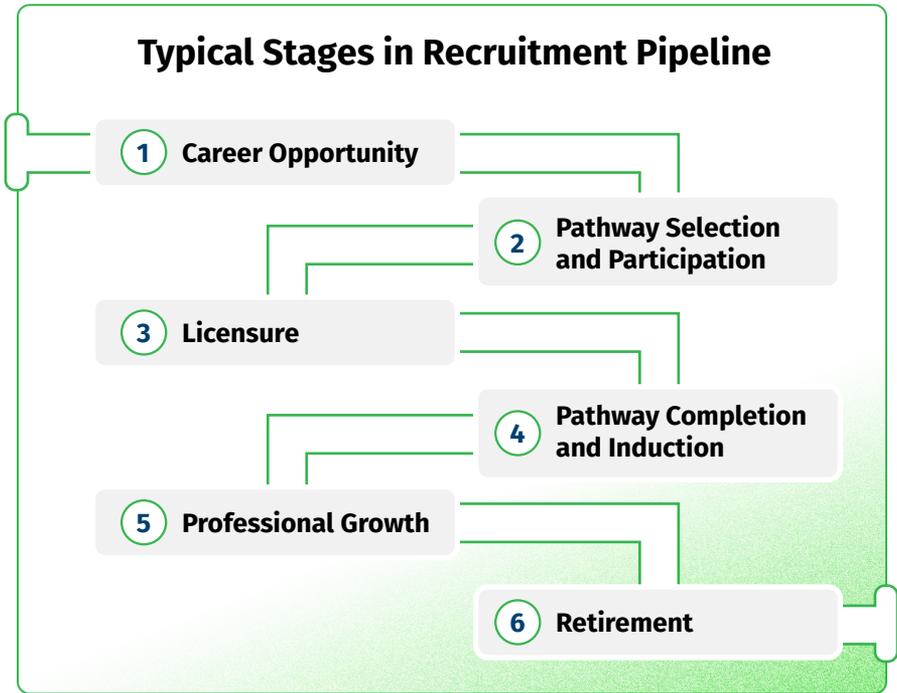
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# Pipeline of Educator Development

The illustration below outlines key stages candidates experience as they move throughout careers in education.



## Stages

- 1 Career Opportunity:** Candidates are encouraged to pursue pathways in education. Communication strategies about opportunities vary according to the targeted audience(s). These may include student support service personnel, classroom teachers, and administrative positions.
- 2 Pathway Selection and Participation:** Education candidates select their pathways towards certification based upon their current qualifications, available time and resources, preferred learning format(s), and family responsibilities. Exposure to available opportunities and supports greatly influences their preferred pathway selection.
- 3 Licensure:** Education candidates and pathway participants apply for permits, authorizations, or certificates which allow them to become employed or participate in classroom experiences, based upon the pathways they've selected and the qualifications they have acquired.

- 4 **Pathway Completion and Induction:** Teaching pathway participants must meet all WVBE-approved program requirements. Once they meet all requirements for initial teacher certification, they participate in at least one full year of induction support, provided by the school district.
- 5 **Professional Growth:** Once induction is complete, fully-certified educators seek opportunities for improving professional practice, salary class advancements, additional endorsements, and opportunities to serve as a teacher leader. Teachers may seek National Board Certification or engage in professional development opportunities provided by the WVDE and counties. Some educators may seek advanced certifications in administration or specialists in their field.
- 6 **Retirement:** Educators seek retirement benefits and may continue to serve in schools as substitute teachers or coaches on a part-time basis. They may also continue contributing to education outside of the school system by tutoring, coaching, or mentoring children.

## ***Key Audiences for Teacher Recruitment***

- » Career transitioners
- » College freshmen with no selected major
- » College majors in the field of education and student support
- » College instructors in areas of critical need
- » College students with majors related to areas of critical shortage
- » Community members and volunteers
- » Parents or guardians of students
- » Retirees of any career field
- » School district employees who are not yet fully certified
  - Instructional aides
  - Substitute teachers
  - Others
- » Secondary Education: High School and Career Technical Education students
- » Skilled workers of career fields related to areas of critical shortage
- » Skilled workers with industry credentials and experiences in areas taught within career technical education classrooms
- » Veterans: Currently serving or retired from the military

# Identifying Practical Licensure Pathways for Audiences

## Traditional Pathways

### Secondary Education

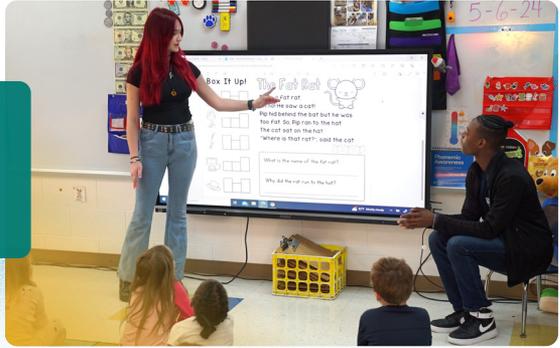
#### Grow Your Own (GYO) West Virginia Teaching Pathway



Studies conducted across the nation confirm that a majority of beginning teachers prefer to teach close to the places where they graduated, grew up, or currently live. The GYO WV Teaching Pathway was created to assist counties in addressing teacher shortages. Counties identify high school students interested in pursuing a teaching career and allow them to explore the profession while completing courses that lead to a Bachelor's Degree in Education from a West Virginia state-approved educator preparation program by partnering with an accredited West Virginia institution of higher education to offer dual credit courses.

There are several advantages to this exploration and the successful completion of dual credit courses. The exploration allows high school students to see a variety of real-world scenarios to ensure they select a grade level and content area which suits them best. By successfully completing dual credit courses that align with Bachelor's Degree in Education course requirements, students can significantly reduce the amount of time it takes to complete the degree after high school graduation, allowing them to obtain their Professional Teaching Certificate sooner. The GYO WV Teaching Pathway is poised to let counties introduce high school students and potential future teachers to how their county operates, while minimizing the learning curve that teachers experience within their first year.

## **Registered Teacher Apprentice Program (RTAP)**



Counties can build upon their GYO WV Teaching Pathway by adding apprentices. In May 2022, the United States Department of Labor, Office of Apprenticeship recognized the GYO WV Teaching Pathway as a Registered Apprenticeship Program. With this designation, the WVDE is the statewide sponsor and counties are employers who use specific job postings to hire registered apprentice positions.

There are three required components that must be in place for a county to have a RTAP: Related Instruction (RI), On the Job Learning (OJL), and incremental wages. RI is coursework a registered apprentice completes that leads to a bachelor's degree in education from an accredited institution of higher education with a state-approved educator preparation program. OJL consists of paid opportunities totaling two thousand hours accumulated throughout the apprenticeship. Incremental wages ensure a registered apprentice's hourly wage increases each year they are in the program.

Utilizing a registered apprentice allows a student to be paid for their experiences, whether it be from their related instruction observation/field experience or a unique experience within the county school system. These paid experiences and time spent in the county help build a sense of belonging and comfort as registered apprentices work toward becoming West Virginia certified teachers.



## Undergraduate Students

West Virginia is home to a wide variety of outstanding traditional educator preparation programs. When students graduate from high school, they may have the opportunity to enroll as undergraduate students interested in pursuing a traditional pathway to teacher certification in one of the sixteen state-approved educator preparation programs (EPPs) offered through many of West Virginia's colleges and universities. A [complete list of state-approved traditional EPPs](#) is available on the WVDE's Educator Development webpage.

These students participate in relevant coursework and meaningful field experiences and ultimately complete Teacher Residency while on the Residency Permit. In this year-long, immersive experience candidates work side by side with a master teacher. Residents have the unique opportunity to open a classroom at the start of the school year, experience day-to-day operations throughout the school year, and close the classroom at year's end, gaining a complete view of the teaching cycle. This model provides residents authentic opportunities to lead instruction within the same classrooms they helped to establish and grow.

In addition to the traditional residency model, some candidates may be eligible to teach with a Clinical Teacher of Record (CTR) Permit. This supervised, mentored teaching experience is designed for those participating in state-approved teacher preparation programs at the undergraduate level during the second part of their residency experience when counties encounter a shortage of certified teachers in the area(s) of endorsement the student is seeking. These individuals take on the full responsibility of a classroom teacher while completing program requirements, earning at least 65% of a starting teacher's salary.

Counties have important opportunities to build meaningful relationships with EPPs and their students by establishing agreements and collaborative plans for hosting and supporting those participating in clinical experiences, teacher residency, and as a CTR. Counties may also assist participants of traditional state-approved EPPs with 60 semester hours, or 90 quarter hours of completed college course work with a minimum 2.0 Grade Point Average (GPA) in pursuing a Restricted Substitute Teaching Permit, if the county has an approved waiver of specific substitute teaching requirements.

In addition to four-year institutions of higher education which host state-approved traditional programs, some of West Virginia's nine community and technical colleges offer ways to begin traditional pathways as part of 2x2 partnership programs, where students complete the first two years of coursework locally at community and technical colleges and then transfer seamlessly into a four-year traditional state-approved program to complete all remaining requirements of their teacher preparation program.

Program completers must also meet all WVBE-approved testing criteria, which includes fulfilling teacher performance assessment requirements, such as the edTPA or West Virginia Teacher Performance Assessment (WVTPA). By choosing the traditional pathway, students gain comprehensive preparation, hands-on experiences, and the support needed to make a lasting impact as a beginning educator in West Virginia.



## Graduate Students

The traditional pathway can provide students with a route into teaching when they already hold a bachelor's degree, qualifying Grade Point Average (GPA), and want to earn teacher certification through graduate-level coursework and firsthand classroom experiences. This pathway is designed for both those who are aspiring to become teachers from careers outside of education and in-service educators (e.g., substitute teachers) seeking certification. The pathway can be especially appealing to college students with majors in areas of critical need, college instructors in critical need fields, and students pursuing majors in education or student support, whether they are located inside or outside of the state.

There are two primary opportunities within the pathway for graduate students. Candidates may either complete a state-approved post-bachelor certification program or take additional coursework to acquire a Master in the Art of Teaching (MAT) degree. Individuals seeking certification in a state-approved traditional pathway at the graduate level with a bachelor's degree and 2.0 GPA may strive to meet requirements of a Short-Term or Long-Term Substitute Teaching Permit to be employed while participating in coursework. Furthermore, they might pursue a First-Class Full-Time Permit in

an area(s) of critical shortage aligned to the endorsement they are seeking to be paid as the teacher of record, if they have completed at least 25% of the program's required coursework and met WVBE-approved basic skills testing requirements.

Post-bachelor's teacher certification programs consist of coursework that typically covers pedagogy, instructional strategies, assessment, classroom management, and content-specific teaching methods. Throughout the program, candidates engage in supervised teaching in local schools on the Clinical Experience Permit which leads to Teacher Residency while on the Residency Permit, when students apply theory in real-world classroom settings and complete coursework which may be useful in seeking advanced salary classifications. These programs are particularly suitable for in-service teachers seeking to move from a permit to full certification.

Getting started in the Graduate Student Pathway involves selecting an approved graduate or post-bachelor EPP in West Virginia. Upon successfully completing the program, participants must pass all required state licensure exams. By following the traditional pathway, graduate students gain the knowledge, skills, and confidence necessary to become effective and impactful teachers in West



## Non-Traditional Pathways

### Career Transitioners

There are many types of jobs adults can make a living in, and most of those career fields require workers to embody practical or advanced understanding of the subjects being taught in West Virginia schools. While career transitioners may pursue traditional pathways at the undergraduate or graduate levels, accelerated non-traditional pathways are available to individuals who possess a bachelor's degree, qualifying GPA, and want to transition into the classroom more quickly as a teacher. These non-traditional pathways include the following:

- » [County-based alternative certification programs](#)
- » [Option 3 programs \(approved out-of-state non-traditional providers\)](#)
- » [WVDE Alternative Certification Program](#)

Individuals seeking enrollment into county-based alternative certification must find qualifying employment within a county that has an approved program and an area of critical shortage. The candidate must meet requirements to qualify for the Alternative Teaching Certificate, used for employment while participating in the program and must pursue a Provisional Alternative Certificate. Individuals who [enroll into an Option 3 program](#) or [enroll in the WVDE Alternative Certification Program](#) may participate while not employed in education or seek meeting requirements of a First-Class Full-Time Permit, used for employment while participating in the program.

One great way of encouraging those who are working outside of education to join the field is to offer opportunities for them to become substitute teachers. Individuals with an associate's degree, 60 semester hours, or 90 quarter hours of completed college course work with a minimum 2.0 GPA may pursue a Restricted Substitute Teaching Permit in counties with an approved waiver of specific substitute teaching requirements. Those with a bachelor's degree and 2.0 GPA may pursue either a Short-Term Substitute Teaching Permit (for all endorsement areas) or a Long-Term Substitute Teaching Permit (if qualifying employment exists and they possess a minimum of 12 semester hours with a grade of C or better in each course related to the endorsement area).

Members of the United States Armed Forces gain valuable skills and strong values during their military service, making many of them great role models for students. The [West Virginia Veterans to Teachers Program](#) is a state-led effort to attract and recruit veterans to become teachers. Veterans who possess a bachelor's degree may explore all five available licensure pathways for becoming a certified educator (traditional or non-traditional), including one which specifically honors their military service, referred to as Option 5. Please, [review the West Virginia Veterans to Teachers Program brochure](#) for a summary or [visit the West Virginia Veterans to Teachers Program website](#) for complete details. Veterans who have recently separated from the military may also [explore the process of becoming a JROTC instructor](#).



## **Community Members and Volunteers**

Every county has its own unique community leaders, professionals, positive role models, and caring volunteers surrounding each school. When searching for talented individuals to employ, be sure to think critically about charitable and non-profit organizations making an impact in your local area. Look at the businesses and industries within your communities that will eventually employ many of your students upon graduation, as some of those workers might potentially be able to teach related skills and knowledge of their field as an educator.

Schools within your district have Parent Teacher Organizations and groups of motivated citizens who are already involved in fundraisers, read alouds, and other impactful activities which help schools reach their full potential. Parents and guardians of students might be looking to begin a primary or secondary career which aligns with the educational schedule of their children and can be notified through promotional items encouraging them to begin licensure pathways (traditional or non-traditional) for careers in education.



## **Career Advancement for Staff Not Fully-Certified as Teachers**

Did you know there are a significant number of individuals working at West Virginia schools in roles other than teaching who possess a bachelor's, master's, or doctoral degree? Many times those individuals have the potential to become wonderful substitute teachers. Substitutes give classroom instruction a test run and may be later convinced to pursue initial professional teacher certification pathways. As detailed earlier in this handbook, there are many pathways individuals with a minimum of a bachelor's degree can pursue to meet this goal. In fact, a majority of the individuals who participate in and complete the WVDE Alternative Certification Program have previously held a Substitute Teaching Permit in West Virginia.

## **Novice Teacher Program**

The WVDE's Novice Teacher Program offers a streamlined certification pathway for educators with five years of qualifying substitute teaching experience. The Novice Teacher Permit allows eligible candidates to transition into full-time roles through a structured framework of mentoring, oversight, and annual evaluations. Designed as a steady bridge to full licensure, the program enables participants to convert their permit into an Initial Professional Teaching Certificate after completing required coursework and assessments. Ultimately, the initiative strengthens the educator workforce by valuing experience, supporting professional development, and promoting long-term instructional quality in West Virginia schools.

For further details, please contact the WVDE Office of Educator Development at 304-558-3119 or Office of Certification at 304-558-7010.

# Career Advancement for Fully-Certified Professional Educators

## National Board Certification

National Board Certification (NBC) is an advanced, voluntary teaching certificate which recognizes accomplished educators who meet rigorous standards set by the National Board for Professional Teaching Standards. It is designed for pre-K-12 educators across multiple subject areas who seek to demonstrate their expertise and improve their instructional practices. Earning this certification benefits teachers by:

- » Deepening their content knowledge
- » Enhancing their ability to support diverse learners
- » Providing professional recognition that can lead to career advancement
- » Salary incentives beginning at the state's allocated \$3,500 and supplemented by some employing counties for additional pay

Schools and students benefit from having National Board-Certified Teachers. Research finds that they typically:

- » Contribute to higher student achievement
- » Mentor colleagues
- » Foster a culture of continuous improvement
- » Take on leadership roles, helping to implement best practices and drive school-wide success

Ultimately, NBC significantly elevates the abilities of teachers and the overall quality of education within a school community. To learn more, please [visit the WVDE's NBC website](#).

OFFICE OF

**Career Technical  
Education**

# Career Technical Education (CTE) Licensure Pathway

In West Virginia, CTE instructors transition into education from industry and must complete a state-approved CTE Educator Preparation Program. This accelerated pathway prepares professionals from diverse career fields to become licensed to teach students entering their industry. Candidates must meet education, testing, work experience, and industry credential requirements for their endorsement area(s) ([see the CTE Endorsements and Testing Manual](#)) and complete WVDE-approved training aligned with the West Virginia Professional Teaching Standards to earn a CTE Teaching Certificate. Additional program information is available on the [Teach West Virginia](#) website.

The following summarizes steps required for earning a CTE Teaching Certificate:

- » [Review the CTE Endorsement and Testing Manual](#) to determine if specific education level, testing, wage-earning industry work experience, and industry credential requirements of the endorsement area(s) are met and seek full-time employment within a West Virginia county school system.
- » Once recommended for full-time employment by a West Virginia county school system, apply for a First-Class Full-Time CTE Permit by submitting [Form V10](#) (Verification of Work Experience) and [Form V9](#) (First-Class Full-Time CTE Permit application) with all required supportive documentation to the county's certification official. This permit enables CTE Educator Preparation Program participants to begin teaching while completing the remaining requirements of the CTE Teaching Certificate.
- » Upon receiving a First-Class Full-Time CTE Permit, [register for enrollment into the CTE Educator Preparation program](#).
- » Upon successfully completing the CTE Educator Preparation Program and meeting all remaining certification requirements, submit [Form V7](#) for the CTE Teaching Certificate.

For complete details, please contact the Office of Career and Technical Education at 304-558-2389 and [visit the Classroom2Career website](#) to learn more about CTE and apprenticeships.

OFFICE OF

**Human  
Resources**

# West Virginia K-12 Jobs and Proactive Recruiting

## WV K-12 Jobs Website

[Visit the WV K-12 Website](#) to streamline recruitment opportunities throughout the state. Each county board of education maintains their own unique application platform called Frontline Recruiting and Hiring. This platform allows for active engagement in the recruitment process including posting jobs, communicating compensation and benefits, highlighting positive employer branding, encouraging timely communication with applicants, and so much more! All posted jobs automatically load to WV K-12 Jobs, providing added exposure on the WVDE website. This tool is provided at no cost to West Virginia county boards of education.

## Proactive Recruiting Tools

[Visit the Proactive Recruiting website](#) to view an additional tool to maximize your ability to engage with potential applicants in West Virginia and throughout the United States. With Proactive Recruiting, you can take the first step in connecting with qualified educators, highlighting what your county has to offer, and inviting candidates to apply for available positions. This is also provided to West Virginia county boards of education at no cost.

We hope these valuable tools will help to enhance your recruitment processes. If you have questions, please reach out to Kimberly Olsen, the WVDE Director of the Office of Human Resources.

### Questions?



**Kimberly Olsen**

Director



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# Key Strategies and Tips for Teacher Recruitment

## In-State and Out-of-State:

- » Use the WVDE K-12 Job Bank and Frontline Proactive Recruiting tools
- » Use WVDE social media (county posts shared via the WVDE account)
  - [facebook.com/wveducation](https://facebook.com/wveducation)
  - [x.com/wveducation](https://x.com/wveducation)
  - [instagram.com/wveducation](https://instagram.com/wveducation)
- » Use district social media (Facebook, X, LinkedIn, Instagram, etc.)
- » Use job search websites (LinkedIn, Monster, Indeed, Zip Recruiter, etc.)
- » Attend educator fairs and job fairs (virtual and in-person)
- » Consider traditional media advertising (television, radio, news)

## Statewide:

- » [Use Workforce West Virginia](#) (job posts, virtual and in-person career fairs)
- » Contact West Virginia institutions of higher education (education programs, career services, participate in Handshake, and events)
- » [Visit the West Virginia Division of Personnel Website](#) (identifies career fair events happening across the state)
- » [Contact the WVDE](#) for assistance in teacher recruitment e-mail campaigns

## District Online:

- » Ensure job recruitment landing pages are aligned with how candidates currently access information and are easy to use
- » Focus on posting relevant and exciting social media. Highlight all the great stories happening in your school district and why someone would want to work in your schools.

OFFICE OF  
**Certification**

# Office of Certification

The Office of Certification serves as the central authority responsible for verifying professional qualifications, ensuring the authenticity of all submitted credentials, and maintaining the integrity of West Virginia’s licensure system. In addition to overseeing the review and issuance of educator credentials, the office collaborates closely with the West Virginia Commission for Professional Teaching Standards, whose diverse stakeholder representation ensures that licensure requirements remain relevant, rigorous, and aligned with the needs of schools, students, and communities across the state.

This guidance document is rooted in the framework established by [WVBE Policy 5202](#), which outlines the full spectrum of permits, authorizations, and licenses available to educators. Policy 5202 provides clarity for every stage of an educator’s professional journey—from early-entry permits for individuals exploring the profession, to provisional and initial licenses for those beginning their careers, and ultimately to the advanced and professional-level credentials earned through continued experience, training, and high ethical standards. The policy is designed to ensure that each step in the certification process contributes to a competent, well-prepared, and ethically grounded educator’s workforce.

County leaders and district staff are strongly encouraged to contact our office whenever assistance is needed—whether for interpreting policy language, determining the appropriate permit or authorization for a unique staffing situation, understanding requirements for renewal or advancement, reviewing out-of-state licensure documentation, or addressing any other certification-related question. Our team is committed to providing prompt, thorough, and personalized support to ensure that each educator serving West Virginia students meets the highest standards of preparation, professionalism, and safety.

## Questions?



**Robert Hagerman Ed.D.**

*Director*



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This section briefly describes the purpose of each certificate, permit, or authorization and its requirements. This information does not supersede West Virginia Code or WVBE Policy requirements. All of these certificates and permits require successful outcomes on state and federal background checks with confirmation/verification of appropriate citizenship/immigration status. Complete details on the minimum requirements of licensure may be found in [WVBE Policy 5202](#). WVBE-approved testing requirements and exemptions may be reviewed within the [West Virginia Licensure Testing Directory](#). WVBE-approved qualifications information for the Career and Technical Education permit and certificate may be reviewed in the [CTE Endorsements and Testing Manual](#).

## **Professional Teacher Certification and Permits**

### **Clinical Experience Permit**

The **Clinical Experience Permit** is used to allow individuals enrolled in a WVBE-approved educator preparation program the opportunity to participate in classroom experiences required for successful program completion.

#### **Key Requirements**

- » Enrolled in a state-approved traditional educator preparation program and apply during the semester prior to the beginning of the clinical experience or enrolled in the WVDE Alternative Certification Program in an approved coursework option requiring successful completion of a teacher performance assessment
- » Meet basic skills testing requirements (if enrolled in a program leading to a master's degree, applicants are exempt from basic skills testing)
- » Qualifying recommendation, from a county with a residency agreement with an institution of higher education
- » Qualifying recommendation from the state approved program or a state-approved program's coursework provider if enrolled in the WVDE Alternative Certification Program

## Residency Permit

The **Short-Term Residency Permit** is used to allow individuals enrolled in a WVBE-approved traditional educator preparation program the opportunity to participate in a year-long residency experience while in Residency 1.

### **Key Requirements**

- » Enrolled in a state-approved traditional educator preparation program and apply during the semester prior to the beginning of the residency
- » Meet basic skills and content testing requirements (if enrolled in a program leading to a master's degree, applicants are exempt from basic skills testing)
- » Qualifying recommendation from a county with a residency agreement with an institution of higher education
- » Qualifying recommendation from the institution of higher education with a state-approved traditional program

The **Long-Term Residency Permit** is used to allow individuals enrolled in a WVBE-approved traditional educator preparation program the opportunity to participate in a year-long residency experience while in Residency 1 or 2.

### **Key Requirements**

- » Enrolled in a state-approved traditional educator preparation program and apply during the semester prior to the beginning of the residency
- » Meet basic skills, content testing requirements (if enrolled in a program leading to a master's degree, exempt from basic skills testing)
- » Qualifying recommendation from a county with a residency agreement with an institution of higher education
- » Qualifying recommendation from the institution of higher education with a state-approved traditional program

## Clinical Teacher of Record (CTR) Permit

The **Clinical Teacher of Record Permit** is used to allow an individual who meets specific requirements of a state-approved traditional preparation program with a current CTR agreement at a West Virginia county board of education to be placed as the teacher of record in the classroom while they strive to meet the remaining requirements of initial teacher certification.

### **Key Requirements**

- » Enrolled in a state-approved CTR program with a minimum 3.0 GPA
- » Meet basic skills, content testing, and other clinical experience requirements
- » Qualifying employment recommendation from a county with an approved CTR agreement with an institution of higher education in an area of critical shortage
- » Qualifying recommendation from the institution of higher education with a state-approved program

## Substitute Teaching Permits

The **Short-Term Substitute Teaching Permit** is used to allow individuals to substitute teach for a period of up to 30 consecutive days in any endorsement area.

### **Key Requirements**

- » Minimum of a bachelor's degree with a 2.0 GPA
- » Complete 18 clock hours of county assigned teacher training
- » Qualifying employment recommendation

The **Long-Term Substitute Teaching Permit** is used to allow individuals to substitute teach for a period of more than 30 consecutive days in a specific area of endorsement.

### **Key Requirements**

- » Minimum of a bachelor's degree with a 2.0 GPA
- » Minimum of 12 semester hours with a grade of C (2.0 GPA) or better in each eligible course
- » Complete 18 clock hours of county assigned teacher training
- » Qualifying employment recommendation

The **Restricted Substitute Teaching Permit** is used to allow individuals to substitute teach for a period of up to 10 consecutive days in a county school district with an approved waiver.

### **Key Requirements**

- » Associate's degree, 60 semester hours, or 90 quarter hours of completed college course work with a minimum 2.0 GPA. Coursework must include passing grades in English and math.
- » Complete 18 clock hours of county assigned teacher training
- » Qualifying employment recommendation, from a county with an approved waiver

### **First-Class Full-Time Permits**

The **First-Class Full-Time Permit for traditional programs** is used to allow an individual participating in a traditional program to be the teacher of record, when no certified candidate has applied for a position, while working to meet the remaining requirements of initial teacher certification.

### **Key Requirements**

- » Minimum of a bachelor's degree with a 2.5 GPA
- » Meet basic skills testing requirements
- » Enrolled with 25% of required coursework completed in a traditional program (counties may request a waiver of this requirement)
- » Qualifying employment recommendation in an area of critical shortage

The **First-Class Full-Time Permit for non-traditional programs** is used to allow an individual participating in an Option 3 Program or the WVDE Alternative Certification Program to be the teacher of record in an area of critical shortage while working to meet the remaining requirements of initial teacher certification.

### **Key Requirements**

- » Minimum of a bachelor's degree with a 2.5 GPA
- » Meet basic skills and content testing requirements
- » Enrolled in an Option 3 Program or the WVDE Alternative Certification Program and actively participating in its coursework
- » Qualifying employment recommendation in an area of critical shortage

### **Alternative Teaching Certificate**

The **Alternative Teaching Certificate** is used to allow individuals enrolled in a WVBE-approved county-based alternative certification program the opportunity to serve as the teacher of record while they are meeting coursework and testing requirements necessary for successful program completion and applying to receive a Provisional Alternative Certificate.

### **Key Requirements**

- » Minimum of a bachelor's degree with a 2.5 GPA
- » Meet basic skills testing requirements
  - Requirements specific to general education programs and their endorsements:
    - Qualifying academic major or work experience related to the endorsement area (subject)
    - Meet content testing requirements of the endorsement area
- » Qualifying employment recommendation, from a county with an approved county-based alternative certification program, in an area of critical shortage

## Provisional Alternative Certificate

The **Provisional Alternative Certificate** is a provisional certificate used by qualifying individuals who successfully complete county-based alternative certification programs, for employment as the teacher of record in West Virginia public schools as the teacher works to meet Policy 5202 requirements for transitioning into a Professional Teaching Certificate.

### Key Requirements

- » Minimum of a bachelor's degree with a 2.5 GPA
- » Meet WVBE-approved testing requirements of the [West Virginia Licensure Testing Directory](#) for basic skills, content, and professional education
- » Successfully complete a WVBE-approved county-based alternative certification program
- » Maintain qualifying employment in the area of shortage that is identified on the Alternative Teaching Certificate



## Professional Teaching Certificate

The **Professional Teaching Certificate** is the standard certificate required for employment as a teacher in West Virginia public schools.

*Certificate opportunities for West Virginia traditional and non-traditional pathway completers*

- » **A non-transferable teaching certificate:** meets qualifications to teach in West Virginia but is not for use in transferring the certificate to another state. This certificate is for completers of programs which do not include successful completion of a WVBE-approved teacher performance assessment. To convert into a transferable version of the teaching certificate, applicants must meet WVBE Policy 5202 requirements.
- » **A transferable teaching certificate:** meets qualifications to teach in West Virginia and may be transferred to other states in which West Virginia has reciprocity, by meeting all requirements of the other state for teacher certification.

### **Key Requirements**

- » Minimum of a bachelor's degree with a 2.5 GPA
- » Meet WVBE-approved testing requirements of the [West Virginia Licensure Testing Directory](#) for basic skills, content, and professional education. Option 5 requirements for qualifying veterans exempt them needing to successfully meet requirements for passing a professional education exam.
- » Successfully complete a WVBE-approved educator preparation program (traditional or non-traditional) or meet Policy 5202 requirements for transitioning from a Provisional Alternative Certificate to the Professional Teaching Certificate or meet Option 5 requirements for qualifying veterans to acquire initial teacher certification

***Requirements for the out-of-state program completion pathway and the reciprocity pathway may be reviewed in WVBE Policy 5202.***

## **Career Technical Education (CTE) Teacher Certification and Permits**

The **First-Class Full-Time Permit for Career Technical Education** is used to enable CTE Educator Preparation Program candidates to begin program participation and teach while completing remaining requirements of the **CTE Teaching Certificate**.

### **Key Requirements**

- » Meet specific education level, testing, wage-earning industry work experience, and industry credential requirements of the endorsement area(s) sought (which can be accessed within the [CTE Endorsements and Testing Manual](#))
- » Qualifying employment recommendation

The **Career Technical Education Certificate** is the standard certificate required for employment as a teacher within areas of Career Technical Education in West Virginia public schools.

### **Key Requirements**

- » Meet specific education level, testing, wage-earning industry work experience, and industry credential requirements of the endorsement area(s) sought (which can be accessed within the [CTE Endorsements and Testing Manual](#))
- » Successfully complete the [WVDE-approved CTE Educator Preparation Program](#) or hold a valid Professional Teaching Certificate in West Virginia

**Requirements for the out-of-state program completion pathway and the reciprocity pathway may be reviewed in WVBE Policy 5202.**

For complete definitions, requirements, and information, please [review WVBE Policy 5202](#).





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