

West Virginia Department of
EDUCATION

CERTIFIED LIST

Sponsored by:
WVDE Office of School Finance




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Specialized Health Care Procedures

- To be eligible, the employee must:
 - Be employed as a secretary or an aide (full or part-time)
 - "Aide" includes the following positions:
 - Aide
 - Paraprofessional
 - Autism mentor
 - Braille specialist
 - Sign support specialist
 - Educational sign language interpreter
 - Early childhood classroom assistant teacher
 - Have received the required training AND
 - Be rendering the services (at least in a backup role)



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Scenario 1

- Susan is employed 0.50 FTE as an Aide III and 0.50 FTE as an Accountant I.
- Susan has received the STH training and is the backup person when the other aide is out.
- Does Susan get the STH bump?
- If so, what is her pay grade?

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Scenario 2

- Mackenzie is multi-classified as LPN/aide.
- Mackenzie has received the STH training and is the person assigned to distribute meds.
- Does Mackenzie get the STH bump?

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National Teacher Mentor at a Persistently Low Performing School

- Report all classroom teachers who meet all of the following criteria:
 - Holds a valid certificate issued by NBPTS
 - Employed to teach at a school designated by WVDE as a persistently low performing school
 - Is assigned as part of their regular employment to serve in a mentoring capacity for other teachers at the school
 - Must have completed a mentor training course through WVCPD
 - Employer must verify that the training course was completed and is still current
- Reporting in certified list:
 - National certification code of "7," or
 - "Z" addendum codes of ZNBPTS and ZNBMN

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Scenario 3

- Jennifer teaches at a school that is designated by WVDE as a persistently low performing school.
- Jennifer holds a current NBPTS certificate.
- Jennifer was scheduled to complete mentor training through the WV Center for Professional Development during July 2016, but was not able to attend the training. As of October 1, 2016, she had still not attended the training.
- What certification code is reported for Jennifer on the 2016-17 certified list?

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Missing Data

- If any data is missing, an edit message will appear
- All missing data must be corrected prior to FINAL submission in October
- Providing an explanation is NOT sufficient for missing data, instead, the data must be completed
 - Retirement code is missing - entry required for all employees
 - Certification code is missing – entry required for all funding source 1 employees
- WOW won't let you submit until fixed

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Position Code

- Report employees in the position code that matches the job they are performing
- Report the individual based on the duties they actually perform even if they hold certification for another position
- Split code employees as necessary if performing multiple jobs
- Be sure to list all Sign Support Specialists as 518 instead of 527. Position 527 is now Braille Specialist only.

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Scenario 4

- Bill is certified as a high school teacher and also an administrator.
- Last year, Bill taught high school and was funded through state aid but this year he is serving as the Child Nutrition Director.
- In what position code should Bill be listed?
- Is the position state aid eligible?

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Scenario 5

- Savannah is working as an Option Pathways Teacher at a vocational school.
- She has her initial teaching certificate.
- She is being paid through state aid funding.
- In what position code should Savannah be listed?

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Scenario 6

- Olivia is a classroom teacher working with 4 year old students.
- The majority of the students in the classroom are special needs students and Olivia's salary is paid through IDEA funds.
- In what position code should Olivia be reported?

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ECCAT II – Retirement Exemption

- **Any person employed as an aide in a pre-kindergarten or kindergarten program on or before July 1, 2014 and is eligible for full retirement benefits before July 1, 2020 may remain employed as an aide in that position and upon application shall be granted an Early Childhood Classroom Assistant Teacher II, permanent authorization by the State Superintendent of Schools pursuant to section W. Va. Code §18-2a-3.**
- Any person working in a Pre K or Kindergarten classroom MUST have applied for ECCAT licensure. Those who are eligible for full retirement will not just automatically receive licensure.
- If an employee eligible for full retirement benefits before July 1, 2020 received their ECCAT II certificate and they are still working in an pre-k or kindergarten classroom as of October 1, please be sure they are coded appropriately as an ECCAT II rather than an Aide.

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Scenario 7

- Joe has been an aide in a kindergarten classroom for 25 years. He is eligible for full retirement benefits before July 1, 2020.
- Joe successfully applied for his ECCAT II certificate.
- In the 2015-16 school year, Joe was reported as an Aide on the certified list.
- In what position code should Joe be listed for the 2016-17 certified list assuming he is still working in a pre-k or kindergarten classroom?

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Certification Matches Position Code

- For employees with multiple certificates, make sure the certificate reported on the certified list corresponds with the position code
- For example, if the individual is listed in an administrative position code, be sure to list an administrative certificate even if the employee holds a valid teaching certificate
- Otherwise, the individual will not be eligible for state aid funding

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Scenario 8

- Dave is certified as a high school teacher and also an administrator.
- This year he is serving as the Director of Secondary Instruction and is listed in position 106.
- What certification code should be listed for Dave?

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Pending Certification

- A certificate may be considered pending and reported on the certified list **ONLY IF**
 - The completed application has been submitted to and received by WVDE by October 1st
- If so, report the certificate for which the individual has applied (do this also for salary upgrades)
- **DO NOT** leave the certificate code field blank, or this will appear as a critical error, and the individual will appear to be ineligible for state aid funding
- If the individual does not have a valid certificate or a certificate pending, report the employee in the proper position code with funding source 4 - County

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Scenario 9

- Brandy is an elementary teacher right out of college
- She has applied for a teacher certificate with WVDE well before the second month deadline
- Her certificate has not been received yet so I listed her as position 212 and left the CERT CODE field blank
- An edit message tells me that she doesn't have a valid certificate or is not on file with the certification office
- Can I correct this by submitting a comment explaining that the certificate is pending?

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Years of Experience - Professionals

- Years of experience included for state aid funding can only be years in the teaching profession
- Manually edit the records of employees who have been granted additional years of experience for pay purposes
 - Vocational teachers
 - Administrators

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Scenario 10

- Charlie is an auto mechanic who has recently begun teaching in the county school system in a state aid funded position.
- Charlie has 15 years experience as an auto mechanic but only 1 year as a teacher.
- Charlie is paid on the county pay scale at the level of 15 years experience.
- How many years of experience should be listed for Charlie on the certified list?

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RESA Employees

- The funding source for each RESA employee must be the funding source from which that individual's salary is paid
 - Federal
 - State
 - State Aid
- Do not list every RESA employee as Funding Source 6 – state aid for RESAs
- Do not list any RESA employee with a Funding Source 4 – county

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Scenario 11

- Melanie is an audiologist working for a RESA.
- The county boards of education served by the RESA are billed for the utilization of Melanie's services and that billing pays for Melanie's salary.
- What funding source should be reported for Melanie?

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Educational Level

- This field will indicate the employee's highest degree level attained
- The bonus pay for degrees earned will be calculated using this field
- The system will look at the degree code in the employee education record or the addenda record

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Educational Bonus

- The number of college hours earned are reported in this field
 - 12 hours through 120 college hours or comparable training in a trade or vocational school
 - Additional college hours beyond a Bachelor's or a Master's degree
- May be reported through a "Z" addenda or by manually entering the appropriate code on the Certified List of Personnel maintenance screen

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Scenario 12

- Carla is a service personnel with 2 associate's degrees.
- Between the 2 degrees, Carla has 120 total college hours.
- What code do you use for Educational Level?
- What code do you use for Educational Bonus?

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Scenario 13

- Paul is a service personnel with a bachelor degree and an associate degree.
- Between the 2 degrees, Paul has 150 total college hours.
- What code do you use for Educational Level?
- What code do you use for Educational Bonus?

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Total Contracted Salary

- Be sure to include all salary paid to the individual directly relating to the position code reported
 - Include regular contracted salary, stipend as a band director and stipend for department chair
 - DO NOT include coaching supplements, supplemental pay for summer school, overtime (extra pay for extra duties)
- If the person is listed more than once, be sure the salary listed for each entry corresponds to the FTE in that listing
- If you have a full-time secondary CTE instructor who is paid a stipend for teaching an adult class in the evening, DO NOT include the adult stipend on the certified list.

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Executive Secretary

- By definition, an executive secretary must be at the central office location
- Do not report secretaries assigned to other locations as executive secretaries

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Vacant Positions

- Do not list vacant positions on the certified list
- List the substitute that is filling the position if the position is to be posted and filled later
- List the average PEIA premium amount per the instructions

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Personnel Reported in More Than One County


- For personnel employed in more than one county as of October 1st, the gaining county is to report the individual. The losing county is to report a substitute (assuming a substitute filled the vacant position on October 1st.)
- If two counties both employ a service person full time, only one county can claim the employee as a funding source 1 on the certified list. The other county must list the employee as a funding source 4. The two counties must work together to determine how the employee will be reported on the certified list.

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Pay Code Does Not Match Position Code (for Service Personnel)


- The pay code listed for service personnel positions should correspond to the pay code established for that position in WV Code. Exceptions include only pay codes for the Specialized Health Care Training, Supervisory Duties, and Multi-Classified employees
 - List the pay code of the highest position in both positions if the person is multi-classified
- This exception will appear if STH or SUP has been flagged, but you forgot to increase the pay grade of the employee accordingly



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Scenario 14


- Sherri is an Aide III with supervisory duties
- She is listed in position 503 at pay grade C with a "Y" in SUPV
- The edit listing shows "PAY GRADE DOES NOT MATCH POSITION CODE" for her
- What might be wrong?



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PEIA Premium Reported Incorrectly

- Annual Employer Premium to be reported on certified list
 - Include premiums for individuals who have health and life and those who have basic life only
 - DO NOT include the admin. fee when reporting the employer premium
 - If properly set-up the premium should come over automatically from payroll deductions
 - Premiums reported on certified list should match one of the premium amounts in the instructions



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ERRORS must be corrected for final submission

- All exceptions that are **CRITICAL ERRORS** appearing on the edit listing **MUST** be corrected by the date of the final submission. Critical errors appear with a red dot in WOW.
- If the edit message still appears on the edit listing, then it hasn't been corrected.
- Do not simply provide an explanation if the exception is a **CRITICAL ERROR**.
- If the exception is only a warning (example: pending certification or denial of PEIA coverage), simply provide an explanation in the comment field. Warnings appear with a yellow dot in WOW.
 - Please ensure that the comment you have provided reasonably explains the situation.
 - Make sure you have selected the appropriate comment in the WOW dropdown menu.
- **WOW will not allow you to submit if there are any unresolved critical errors OR if there are warnings without a corresponding comment.**

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Manual Override of CRITICAL ERRORS by Office of School Finance

If you feel that you are receiving a critical error message by mistake, you must contact the Office of School Finance immediately. We will make a determination as to whether there is a true error or if we need to manually override the message in WOW.

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QUESTIONS?

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