

Early Childhood Classroom Assistant Teacher Authorization

– Presented by the West Virginia Department of Education

As per Senate Bill 359 --§18-5-18. Kindergarten programs.

Beginning July 1, 2014, any person previously employed as an aide in a kindergarten program and who is employed in the same capacity on and after that date and any new person employed in that capacity in a kindergarten program on and after that date shall hold the position of either Early Childhood Classroom Assistant Teacher - Temporary Authorization, Early Childhood Classroom Assistant Teacher - Permanent Authorization or Early Childhood Classroom Assistant Teacher - Paraprofessional Certificate. Any person employed as an aide in a kindergarten program that is eligible for full retirement benefits before July 1, 2020, may remain employed as an aide in that position and may not be required to acquire licensure pursuant to this section.

http://static.k12.wv.us/oel/docs/FAQ_ECCAT_March2014.pdf

When – This requirement will begin **July 1, 2014**. WVBE Policy 5202- Minimum Requirements for the Licensure of Professional/Paraprofessional Personnel and Advanced Salary Classifications and WVBE Policy 2525-West Virginia's Universal Access to Early Education System will be revised Spring 2014 to meet this new requirement . Once in effect, assistant teachers **will not** be required to hold the credential by July 1, 2014, **but must** be in pursuit of one of the options available for the Early Childhood Classroom Assistant Teacher credential. *The only exemption to this timeline is for Pre-k assistant teachers working in WV Universal Pre-K classrooms that are collaborative with Head Start, in which the effective date is July 1, 2013.*

Who – any person employed as an aide in a Kindergarten program must, by **July 1, 2014**, apply for and be enrolled in a program to complete the requirements of the Permanent Authorization. While the employee is enrolled in coursework and making progress toward completion of the requirements for the Permanent Authorization, he or she will be issued a Temporary Authorization. Upon completion of an approved program, the Permanent Authorization will be awarded.

WV Code

§18-5-44. Early childhood education programs.

Code 18-5-44 (m)

- (m) The provisions of subsections (b), (c) and (d), section eighteen of this article relating to kindergarten apply to early childhood education programs in the same manner in which they apply to kindergarten programs.

<http://www.legis.state.wv.us/wvcode/ChapterEntire.cfm?chap=18&art=5§ion=44#05>

Exemption:

Any person employed as an aide in a Kindergarten program who is eligible for full retirement benefits before July 1, 2020 may remain employed as an aide **in that position** and may not be required to acquire the new credential.

West Virginia Consolidated Public Retirement Board

<https://www.wvretirement.com/TRS.html>

Who is not eligible to apply for or receive this authorization

- Special Education Aides
- Autism Mentors
- Bus Aides
- Substitute Aides

*** Only aides hired into a kindergarten, pre-k or pre-k special needs classroom position are eligible to apply for the Early Childhood Classroom Assistant Teacher Authorization.

Jackee Long, President, West Virginia School Service Personnel Association (WVSSPA)

WVSSPA represents over 9,000 service personnel employees in 55 counties in West Virginia. Presently, she is a full time release president for WVSSPA. Before her full time union position, Jackee was a Coordinator of Service Personnel in Berkeley County. Along with that she coordinated professional development programs for school service personnel in the Berkeley County School System.

Break

Policy 5202

- [§126-136-12. Early Childhood Classroom Assistant Teacher Authorization and Paraprofessional Certification.](#)

Initial Early childhood Classroom Assistant Teacher -Temporary Authorization

- General Requirements
 - minimum high school diploma or equivalent
 - hired in a kindergarten or pre-k classroom
 - Applicants hired by a county board of education must pass the State Competency Exam
 - commit to complete required coursework

Policy 2525 Revisions

- 16.2.b.3. Applicants employed by a collaborating child care or Head Start program are not required to meet the formal state academic assessment requirements.

Policy 2525 Revisions

- 16.2.c.1. The initial Early Childhood Classroom Assistant Teacher-Temporary Authorization is valid for one school year and may be renewed twice in accordance with WVBE Policy 5202, Section 12.
- 16.2.c.2. Any Early Childhood Classroom Assistant Teachers employed in a pre-k classroom collaborating with Head Start must complete required coursework of the Early Childhood Classroom Assistant Teacher authorization pathway within 2 years beginning September 30, 2013 or within two years upon hire in accordance with Head Start regulation.

Renewal of Initial Early childhood Classroom Assistant Teacher -Temporary Authorization

- Complete a minimum of 3 semester hours (or equivalent) approved by WVDE in the areas of preschool special education, child development, and early childhood language and literacy

Early Childhood Classroom Assistant Teacher - Permanent Authorization.

- General Requirements
 - minimum high school diploma or equivalent
 - hired in a kindergarten or pre-k classroom
 - Applicants hired by a county board of education must have passed the State Competency Exam
 - Completed required coursework

Updated Endorsement Levels

- Early childhood Authorization – Pre-K – K
- Paraprofessional 1-Adult

Fingerprints/Background

- All first-time applicants must complete
 - **Out of state clearance not acceptable**
 - **Options:**
 - Schedule a LiveScan appointment through Morpho Trust (L1)
<https://wv.l1enrollment.com/OpenNetworkPortal/spring/customer?execution=e1s1> Or by calling 855-766-7746
 - Request fingerprint cards from our office
<http://wvde.state.wv.us/certification/forms/fingerprint.html>
- and**
- submit with application to our office; **or**
 - send to Morpho Trust by completing and sending the WV Card Scan Form http://wvde.state.wv.us/certification/forms/WV_Card_Scan_Form_2012.pdf

Finding the Most Current Forms

Be sure to retrieve forms from our website each time you need a form.

Follow this procedure:

- From the **WVDE home page**
 - Select **Educators**
 - Then select **Certification**
 - From the Certification page, select [Downloadable Forms](#)
- **Do not use the search feature on website**

Applicant Information Form

Please complete all sections of the applicant form.

Essential information

Part 1 –SSN, US Citizen, Email, County School System.

*If there's no county listed, remember to complete a Form 4B

*If there was a name change, please provide a copy of your marriage certificate, etc.

Part 2 – Please answer all questions openly and honestly. If the applicant answers “yes” to any question, they must also include a *detailed* narrative of any/all incidents, any court and/or personnel documents, and documentation of completion of required programs or paid fines/fees.

Part 3 -- Original Applicant Signature and Date

Part 5 --Original Superintendent/Director Signature and Date


Form 7

All first-time applicants
must complete

Form7 13-03-01_002.pdf - Adobe Reader

File Edit View Document Tools Window Help

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Office of Professional Preparation
 Building 6, Room 252
 1900 Kanawha Boulevard, East
 Charleston, WV 25305
 Telephone: 304-558-7010
 Fax: 304-558-7843

Form 7—Applicant Consent/Release of Background Results

Social Security Number: _____

Last Name: _____ First Name: _____ MI: _____

Consent Agreement	Applicant Consent/Release of Information to County Board of Education/IHE
<p>Police records: I hereby request a record check be made to find any police record on me, the individual named below, and by submitting this request, I understand that the submitted information will be retained by the West Virginia State Police in the Automated Fingerprint Identification System. I am authorizing that the results of the record check be released to the West Virginia Department of Education (WVDE) for official business purposes.</p> <p>Other Information: I hereby authorize any representative of the WVDE bearing this release or a copy of this release to obtain information pertaining to my personal background including, but not limited to, academic, athletic, achievement, attendance, personal history, disciplinary action, medical, credit or any other records regarding me. This release is executed with the full knowledge and understanding that the information is for the WVDE's official use. I further consent to the WVDE furnishing such information described above to third parties if necessary to the WVDE fulfilling its official responsibilities regarding my application for certification. I hereby release any individual, agency and institution from any and all liability for damages of whatever kind which may result from complying or attempting to comply with this authorization and request to release information. I may be contacted at the address indicated below should there be any questions as to the validity or authenticity of this release.</p>	<p><input type="checkbox"/> Check this box to release the results of the WV State Police criminal history background check to a county board of education for purposes of employment or student teaching.</p> <p><input type="checkbox"/> Check this box to release the results of the WV State Police criminal history background check to (IHE) for the purposes of student teaching placement.</p> <p>Signature IHE Official _____ Date _____ (Requesting CIB results of applicant if within 90 days and with consent)</p> <p style="font-size: x-small;">I understand according to W. Va. Code §18A-3-10, upon my written consent to the WVDE and within ninety (90) days of the State Police fingerprint analysis that the results of said analysis may be provided to a county board of education with which I am applying for employment without further cost to me. I understand that if I do not consent, I will have to undergo an additional state check for employment as per W. Va. Code §18-5-15c and I may be responsible for the cost of the background check.</p> <p style="text-align: right;">APPLICANT INITIAL HERE: _____</p>
Applicant Consent	West Virginia County Board of Education Request for Criminal Identification Bureau Results
<p>Printed Full Legal Name _____</p> <p>Current Address _____</p> <p>Signature _____ Date _____</p>	<p>I verify that the individual identified below will be hired or has been hired by the _____ County Board of Education or will be placed in one of the county's schools to complete a student teaching experience. I am requesting that the results from the CIB be forwarded to this office if the applicant has undergone a background check for a permit or initial licensure within the last ninety (90) days and has consented to their release.</p> <p>Name of Individual _____</p> <p>Social Security Number _____</p> <p>Signature of Superintendent _____ Date _____</p>
Verification of Notary Public	Requirement
<p>State _____ County _____</p>	<p>According to W. Va. Code §18-A-3-10, any applicant for an Initial license issued by the West Virginia Department of Education (WVDE) shall be fingerprinted by the West Virginia State Police in accordance with West Virginia Board of Education Policy 1009 in order to determine the applicant's suitability for licensure. This Requirement shall be satisfied by the Clerk, Police or a</p>



Form 41



Office of Professional Preparation
Building 6, Room 252
1900 Kanawha Boulevard East
Charleston, WV 25305
304-558-7010 4/30/12

Applicant Information Page

Date Received by County Board of Education: _____

Date Received by Institution of Higher Education: _____

Part 1 -Applicant Information					Part 2-Disclosure of Background Information			
Social Security Number _____		Birth Date (MM-DD-YYYY) _____		Gender (M or F) _____	US Citizen (YES or NO) _____		Served in US Armed Forces (YES or NO) _____	
Last Name _____			First Name _____		MI _____	Previous Last Name (Maiden) _____		
<small>(If your name has changed since your last application, proof of name change must be attached e.g. photocopy of marriage certificate, etc.)</small>								
Street Address _____				City _____		State _____		Zip Code _____
Primary Phone _____			Secondary Phone _____			E-Mail _____		
List the institutions from which a degree has been earned					Are you currently employed by a West Virginia School System?		Do you currently hold a License to work in the public schools of West Virginia?	
College/University	Degree	Date			Yes	No	Yes	No
					<small>If YES, please indicate the school system:</small>		Do you currently hold a License to work in the public schools of another state?	
							Yes	No
Part 3—Applicant Signature								
<small>I swear or affirm under the penalty of false swearing that all information provided in or with this application is true, correct, and complete to the best of my knowledge. I understand that any false statements, misrepresentations, or omissions of fact in or with this application are grounds for denial, suspension, or revocation of the license(s) that I am seeking or currently hold.</small>								
Signature of Applicant _____					Date _____			
A \$35 non-refundable fee required payable to WVDE for each application. Applications attached:					Supporting documentation attached: (non-fee required Forms, e.g. Forms 4B, 7, V10, V16)			
Form # _____	Form # _____	Form # _____			Form # _____	Form # _____	Form # _____	
Part 4—Fingerprinting Information								
First-time applicants are required to have fingerprints processed by L-1 Solutions (L1enrollment.com).								
<input type="checkbox"/> I have previously received Certification in WV and understand that I do not need to re-submit my fingerprints.								
<input type="checkbox"/> I have never held WV Certification and have recently submitted my fingerprints to L1 Solutions on _____ / _____ / _____ (L1 Transaction # _____)								
Part 5 - Superintendent Recommendation (Required if employed in a WV School System)								

If you answer yes to any question below, **SUBMIT** a narrative with your application. The narrative should include dates, locations, school systems, and all/any other information that explains the circumstance(s) in detail.

1) Have you ever had adverse action taken against any application, certificate, or license in any state? Adverse action includes but is not limited to the following: letter of warning, reprimand, denial, suspension, revocation, voluntary surrender or cancellation.

2) Have you ever been disciplined, reprimanded, suspended, or discharged from any employment because of allegations of misconduct?

3) Have you ever resigned, entered into a settlement agreement, or otherwise left employment as a result of alleged misconduct?

4) Is any action now pending against you for alleged misconduct in any school district, court, or before any educator licensing agency?

5) Have you ever been arrested, charged with, convicted of, or are currently under indictment for a felony? *

6) Have you ever been arrested, charged with or convicted of a misdemeanor? (For the purpose of this application, minor traffic violations should not be reported) Charges or convictions for driving while intoxicated (DWI) or driving under the influence of alcohol or other drugs (DUI) must be reported. *

	YES	NO	Documentation Attached

* For a YES response to items 5 & 6, the following must be included for all charges, including those that have been dismissed or expunged: 1) Judgment Order; OR 2) Final Order; OR 3) Magistrate Court Documentation; AND 4) all other relevant court documentation.

I certify that I have reviewed and can attest to the accuracy and truthfulness of the information provided in this application. When necessary, I have included documentation verifying this information. I have reviewed the disclosure of background information, and, to the best of my knowledge, the applicant is of good moral character and is physically, mentally, and emotionally qualified to perform the duties of a teacher. I recommend that s/he be granted certification.

Signature of Superintendent _____ County _____ Date _____



Form 41 - Early Childhood Classroom Assistant Teacher Authorization

Social Security Number: _____

Last Name: _____ First Name: _____ MI: _____

Information listed on this application must be supported by official documentation such as official seal-bearing transcripts, certificates of completion, or any other source of verification. Failure to produce such documentation may result in the formal denial of this application

Verification of Employment

Applicant Information Page must be attached.

Applicant is currently employed as an Early Childhood Classroom Assistant Teacher:
Community Program Director _____ County Director _____

YES

PreK-K assignment
date: _____

Applicant has a minimum of one year in PreK-K Classroom experience.

YES

NO

Applicant is employed by West Virginia Public School District.
(If yes, complete State Competency Exam section below)

YES

NO

State Competency Exam

The applicant has taken and passed the current state competency exam for aides developed pursuant to W.Va. Code §18A-4-8e and have satisfied this requirement

YES

Date: _____

Verification attached

Verification of Education

The applicant holds the minimum of a high school diploma or GED.

YES

Documentation attached

Certification Request

Check one:

- Initial Temporary Authorization—Some certification requirements are met (current employment).
- Renewal of the Temporary Authorization—Initial Authorization awarded previously and a successful completion of one specialized training (after the effective date of the most recently awarded). Authorization may be renewed twice (not valid for CTE route).
- Permanent Authorization—All certification requirements are met.

Authorization Pathway

- Child Development Associate (CDA)
- Early Childhood WVDE Approved Course Work
- West Virginia Apprenticeship for Child Development Specialists (ACDS)
- Career and Technical Education (CTE)

Commitment for Completing Required College Coursework and/or Professional Development for Specialized Training

I understand that I am responsible for meeting the requirements to renew the Initial Early Childhood Classroom Assistant Teacher Temporary Authorization until all requirements are met for the issuance of the Early Childhood Classroom Assistant Teacher Permanent Authorization.

Courses (Official Transcripts or Certificates of Completion Required)				ACDS (Official Certificates of Completion Required)		
	Course Name	Date		Instructor Name	Date Complete	
1. Early Childhood Language & Literacy			1. First Semester			
2. Early Childhood Special Needs Instruction			2. Second Semester			
3. Child Development			3. Third Semester			
			4. Fourth Semester			
<p>*Copy of semester certificate of completed coursework required for renewal.</p> <p>*Official Certificate issued by United States Department of Labor required when applying for permanent endorsement.</p>						
CDA				CTE		
	CDA Advisor (Signature Required)	ID #	Date	Course	Date Complete	
1. 160 professional experience hours & appropriate required assignment(s)				1.		
2. 320 professional experience hours & appropriate required assignment(s)				2.		
3. 480 professional experience hours & appropriate required assignment(s)				3.		
				4.		
<p>*Official Certificate issued by National Credentialing Agency required for permanent endorsement (must be current)</p>				<p><input type="checkbox"/> Without 480 hours (Initial)</p> <p><input type="checkbox"/> With 480 hours (Permanent)</p>		
<p>*CTE signature required</p>						
<p>Signature _____</p>				<p>Date _____</p>		

Signature of Superintendent or Director of Community Pre-School Program

Date

Signature of Applicant

Date

Sample documentation

- [ACDS Sample Certificate](#)
- [CDA Sample Certificate](#)
- ELearning Certificates of Completion
 - [Early Childhood Special Needs](#)
 - [Early Childhood Language and Literacy](#)
 - [Early Childhood Child Development Birth-age 8](#)

Sample Temporary Authorization

Tommy Middle Test, Jr.

Certificates

<i>License</i>	<i>Endorsement</i>	<i>Assigned Grades</i>	<i>Effective</i>	<i>Endorsed</i>	<i>Expiration</i>
50-1 Temporary Authorization	EC01 Early Childhood Classroom Assistant Teacher (SCE)	PK-OK	07/01/2014	07/01/2014	06/30/2015
50-1 Temporary Authorization	EC02 Early Childhood Classroom Assistant Teacher	PK-OK	07/01/2014	07/01/2014	06/30/2015

Sample Permanent Authorization

Tommy Middle Test, Jr.

Certificates

<i>License</i>	<i>Endorsement</i>	<i>Assigned Grades</i>	<i>Effective</i>	<i>Endorsed</i>	<i>Expiration</i>
59-4 Permanent Authorization	EC01 Early Childhood Classroom Assistant Teacher (SCE)	PK-0K	07/01/2014	07/01/2014	Permanent
59-4 Permanent Authorization	EC02 Early Childhood Classroom Assistant Teacher	PK-0K	07/01/2014	07/01/2014	Permanent

Sample Permanent Authorization – Paraprofessional Certificate

Tommy Middle Test, Jr.

Certificates

<i>License</i>	<i>Endorsement</i>	<i>Assigned Grades</i>	<i>Effective</i>	<i>Endorsed</i>	<i>Expiration</i>
14-4 Paraprofessional Certificate	0014 Paraprofessional	PK-AD	07/01/2014	07/01/2014	Permanent
59-4 Permanent Authorization	EC01 Early Childhood Classroom Assistant Teacher (SCE)	PK-0K	07/01/2014	07/01/2014	Permanent
59-4 Permanent Authorization	EC02 Early Childhood Classroom Assistant Teacher	PK-0K	07/01/2014	07/01/2014	Permanent

Date to apply

- After July 1, 2014

ELearning Courses

- **Session One**-September 3-December 16, 2014 with registration opening on July 1, 2014
- **Session Two**-January 7-April 21, 2015 with registration opening on November 1, 2014

Contact Information

- Janet Bock – jbock@access.k12.wv.us
- Doug Cipoletti – dccipole@access.k12.wv.us
- Rhonda Crowley – rcrowley@access.k12.wv.us
- Jackee Long - jlong@wvsspa.org