


West Virginia Department of **EDUCATION**

Early Childhood Classroom Assistant Teacher Authorization


Presented by the West Virginia Department of Education



West Virginia Department of **EDUCATION**

§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 aide and either Early Childhood Classroom Assistant Teacher I, Early Childhood Classroom Assistant Teacher II or Early Childhood Classroom Assistant Teacher III. 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 shall** be granted an Early Childhood Classroom Assistant Teacher permanent authorization by the state superintendent pursuant to section two-a, article three, chapter eighteen-a of this code.



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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>



West Virginia Department of EDUCATION

Eligible for Full Retirement Benefits

(Effective March 9, 2015)

Any person employed as an aide in a Pre-K classroom that is eligible for full retirement benefits before July 1, 2020, must apply for permanent authorization **unless** the WV Universal Pre-K classroom is in collaboration with Head Start.

All course work is required for Head Start Assistant Teachers Policy 2525.

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Eligible for Full Retirement Benefits

(Effective March 9, 2015)

- Before July 1, 2020
- Applicants **must apply** with the following:
 - Applicant Information Page
 - Revised for 41

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West Virginia Department of EDUCATION

Form 41 - Early Childhood Classroom Assistant Teacher Authorization

Social Security Number: _____ First Name: _____ MI: _____
Last Name: _____

Information listed on this application must be supported by official documentation such as official work bearing college transcripts, copies of certificates of completion, or any other record of certification. Failure to provide such documentation may result in the denial of this application.

Verification of Employment

Applicant Information Page must be attached.

Applicant is currently employed as an Early Childhood Classroom Assistant Teacher (Signature Required)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Community Program Director _____ County Director _____		
Applicant is a minimum of one year in Pre-K Classroom experience.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Applicant is employed by West Virginia Public School District (If not, complete from Community Based section below)	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Basic Competency Exam

The applicant has taken and passed the current state competency exam for aides developed pursuant to the rules and regulations established for this position.

YES No: _____ Verification attached

Verification of Education

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

YES Documentation attached

Authorization Request

Check one:

- Initial Temporary Authorization—Some certification requirements are met (current employment)
- Renewal of Temporary Authorization—Initial Authorization completed previously and a successful completion of one specialized training (after the effective date of the most recently awarded Authorization may be awarded even if not used for CTE credit)
- Permanent Authorization—All certification requirements are met Eligible to retire by July 1, 2020 State Worker Request

Authorization Pathway

- Early Childhood WVSDE Approved Course Work
- West Virginia Apprenticeship for Child Development Specialists (ACDS)
- Child Development Associate (CDA) Credential

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

I understand that you are responsible for meeting the requirements to receive 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.

Signature (Not required when applying for permanent authorization) _____ Date _____

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Child Development Associate (CDA) Credential - College Transcript in Copies of Certificates of Completion Required

1. Each Child Development Associate	Date Rec'd	State
2. Each Child Development Associate		
3. Child Development Associate		

West Virginia Approaching for Child Development Associate (CDA) Copies of Official Certificates of Completion Required

1. Age Record	Date Rec'd	Date Complete
2. Birth Record		
3. Post Record		
4. Death Record		

Copy of official certificate of completed coursework required for school.

Copy of Official Certificate issued by United States Department of Labor required when applying for permanent endorsement.

Child Development Associate (CDA) Credential**

Child Name	Signature Required	DOB	State
1. All professional experience hours & apprenticeship required			
2. All professional experience hours & apprenticeship required			
3. All professional experience hours & apprenticeship required			

Copy of Official Certificate issued by National Credentialing Agency required for permanent endorsement (must be current).

Signature of Superintendent or Director of Community Pre-School Program State Signature of Applicant State

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Eligible for Full Retirement Benefits

- Before July 1, 2020
- Applicants must apply with the following:
 - Applicant Information Page
 - Revised for 41
 - Form 7 (Background Check) **
 - Proof of passing score of the State Competency Exam**
 - Proof of a high school diploma or equivalency**
 - Pay the online fee of \$35

**Exempt for Paraprofessionals

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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.it.enrollment.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

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ECCAT Initial

Apply Upon Placement in a Pre-K or Kindergarten

- Applicants must apply with the following:
 - Applicant Information Page
 - Revised for 41
 - Form 7 (Background Check) **
 - Proof of passing score of the State Competency Exam**
 - Proof of a high school diploma or equivalency**
 - Pay the online fee of \$35
 - NO COURSE WORK REQUIRED FOR INITIAL APPLICAITON

**Exempt for Paraprofessionals

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ECCAT Renewals

- Applicants must apply with the following:
 - Applicant Information Page
 - Revised for 41
 - Proof of successful completion of course work or semester hours.
 - Seal-bearing transcript OR
 - E-Learning completion certificate OR
 - ACDS seal-bearing certificate OR
 - CDA advisor signature
 - Pay the online fee of \$35

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Early Childhood (ECE) Approver Course Work (Official Course Transcripts or Copies of Certificates of Completion Required)			
1. Early Childhood Approval & Update	Official Transcript	Yes	No
2. Early Childhood Approval/Track Completion			
3. Child Development			

West Virginia Approvals for Child Development Specialists (ACDS) (Copies of Official Certificates of Completion Required)

1. Four Semesters	Industry Hours	Date Complete
2. Seal-Bearing		
3. Seal-Bearing		
4. Seal-Bearing		

*Copy of official certificate of completed coursework required for renewal.
 **Copy of Official Certificate issued by United States Department of Labor required when applying for permanent endorsement.


Child Development Associate (CDA) Credentials**			
	CDA Agency	CDA #	Date
1. All endorsement courses & experience required			
2. All endorsement courses & experience required			
3. All endorsement courses & experience required			
4. All endorsement courses & experience required			

*Copy of Official Certificate issued by National Credentialing Agency required for permanent endorsement (must be current).

Signature of Superintendent or Director of Community Pre-K/Head Start Program Date Signature of Applicant Date


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Course work must be listed for processing.


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Permanent ECCAT


- Applicants must apply with the following:
 - Applicant Information Page
 - Revised for 41
 - Proof of successful completion of course work or semester hours.
 - Seal-bearing transcript OR
 - E-Learning completion certificates for all three (3) courses
 - ACDS – A copy of the official certificate from the United States Department of Labor OR
 - CDA – A copy of the official seal-bearing certificate from the National Credentialing Agency OR
 - Pay the online fee of \$35



 **West Virginia Department of EDUCATION**

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**




 **West Virginia Department of EDUCATION**

E-Learning Courses

- **Session One**-September 9 -December 22, 2015 with registration opening on July 1, 2015
- **Session Two**-January 6 -April 20, 2016 with registration opening on November 1, 2015






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Contact Information

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