The Pathway to Licensure

The Office of Educator Effectiveness and Licensure
Executive Director – Robert Hagerman
Teacher Quality Coordinator – Robert Mellace
A Fantastic Journey
Topics of Conversation

Teacher Recruitment in West Virginia (www.TeachWV.com)

Applications for Certification
• Initial Professional Teaching Certificate (Electronic Application 20T)
• Renewal of the Certificate/Maintenance

Enhanced Marketability and Professional Growth
• Adding Endorsements (Forms 8 and 8C)
• Advanced Salary Classifications
• National Board Certification for Teachers

Finding Employment Opportunities in West Virginia
• Full-Time Positions
• Substitute Teaching
Teacher Recruitment in West Virginia

**Educator Preparation**
- Approved educator preparation programs
- Troops to Teachers

**Certification**
- Applications for all certifications, permits and authorizations
- Check the status of your application
- Praxis exam requirements ([www.ets.org](http://www.ets.org))

**Job Opportunities**
- Explains the job seeking process and has links to each school district’s homepage
Application for Certification

The Initial Professional Teaching Certificate for applicants attending in-state institutions of higher education requires:

• Follow the electronic application process for form 20T

• Complete instructions for first-time applicants
  • State Police and FBI background check with MorphoTrust
  • Form 7 (notarized)

• Online payment ($35)
  • When the application is ready for payment, you will receive an e-mail notification
Supportive Documentation for 20T

• Submit official transcripts reflecting
  • Reflecting a 2.5 overall GPA
  • Successful completion of an approved teacher preparation program
  • Successful completion of student teaching

• Passing Praxis scores on WVBE required exams
  • Basic skills, content and the Principles of Learning and Teaching
Application Processing and Status

Allow up to 90 days for initial review:

- Check your status in the certification section of TeachWV

Holds:

- If there are issues with documentation submitted or additional information is required, you will receive an e-mail notifying you that your application is on hold

- An initial period of 30 days is offered to resolve hold issues

- Application notice of denial may occur if required documentation is not received
Renewal of the Professional Teaching Certificate

The Initial Professional Teaching Certificate is valid for 3 years

- It is the responsibility of each individual educator to meet requirements for renewal of their license

- May apply for renewal no earlier than January 1st of the year the certificate expires

- Use the electronic application process for form 4
Renewal of the Professional Teaching Certificate

Requirements:
• College/University Coursework – 6 Semester Hours
OR
• MA +30 Salary Classification
OR
• Age 60
AND
• Recommendation of the employing Superintendent
  • If not employed in education, the most recent education supervisor may recommend for licensure. A current employer or community leader may recommend if not employed in education for more than one year.
Renewal of the Professional Teaching Certificate

Acceptable coursework for renewal:

- Six semester hours of appropriate college/university coursework related to the public school program
  - Must be from a regionally accredited institution of higher education
  - Must result in a GPA of 3.0 (B) or higher for each course
  - Topics must fit one of the following:
    - Courses relevant to a master’s degree in a curriculum related to the public school program
    - Courses related to improvement of instruction and the applicant’s current endorsement area(s)
    - Courses needed to qualify for an additional endorsement
    - Credit prescribed by the county as a result of an applicant’s evaluation
Enhanced Marketability and Professional Growth

Adding Endorsements (Forms 8 and 8C)

• Form 8C
  • Adding endorsements based upon content proficiency (required content Praxis exams). Refer to the additional endorsement based on content proficiency guidance document on the application website for form 8C

• Form 8
  • Requires completion of a WVBE approved teacher preparation program and required content Praxis exams
Enhanced Marketability and Professional Growth

Adding an endorsement in Autism requires:

• A Professional Teaching Certificate endorsed for
  • Emotional/Behavior Disorders
  • Multi-Categorical Special Education
  • Mental Impairment (Mild/Moderate)
  • Severe Disabilities
  • Pre-School Special Needs

• Successful completion of six semester hours in Autism

• One and one-half of the six semester hours must be comprised of field-based experiences
Advanced Salary Classifications

Applications for advanced salary may be submitted simultaneously with applications for initial licensure

• Follow the paper application process for form 12

• Requires a non-refundable application fee of $50

• Payment for paper applications should be completed online prior to submitting an application to OEEL

• Requirements for advanced salary may be accessed in WVBE Policy 5202 section §126-136-22
State Salary Supplement for National Board Certified Teachers

State offers $3,500 annually for NBPTS certified “classroom teachers”

• State offers fee reimbursement for the NBPTS program fees

• Information on the NBPTS program may be accessed at www.NBPTS.org
Finding Employment Opportunities in West Virginia

Using TeachWV to find full-time employment:

1. Visit the “Job Opportunities” section
2. Select a county school district underneath the map
3. Communicate with the human resources office about personnel needs and when jobs may be posted
   • Jobs are typically posted five days at a time or open until filled
4. Use the K-12 Job Bank, job flash service and job seeker service as additional resources to stay informed
   • Note: The K-12 job bank does not include all jobs posted at county level
Finding Employment Opportunities in West Virginia

Full-Time Employment

Advice: Communicate with school districts about the *supply and demand* for certified educators within your endorsement area. Ask about needs in other areas of endorsement.

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<th>Demand</th>
<th>Supply</th>
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<td>Positions with applicants who are not fully-certified educators</td>
<td>Positions with applicants who are full-certified educators</td>
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Finding Employment Opportunities in West Virginia

Substitute Teaching
- Communicate with the human resources office about the need for substitute teachers

Short-Term Substitute Permit
- Meet general requirements
- Bachelor’s degree with a 2.0 overall cumulative GPA

Long-Term Substitute Permit
- Short-Term substitute permit criteria
- 12 semester hours related to the endorsement with a grade of C or higher.

*Both short-term and long-term substitute permits require 18 clock hours of training OR successful student teaching within 1 year of application*
Complete requirements for certifications, permits and authorizations may be accessed in WVBE Policy 5202 at [http://wvde.state.wv.us/policies/](http://wvde.state.wv.us/policies/)

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West Virginia Department of Education
Office of Educator Effectiveness and Licensure
1-800-982-2378
[www.teachwv.com](http://www.teachwv.com)
Pre-Service Teacher Conference

Welcome to the Profession!

Linda Bragg, Liaison to Institutions of Higher Education
Office of Educator Effectiveness & Licensure
Beginning Teachers Require Support so Don’t Hesitate to Request

• Each school district must have a plan for supporting its educators, and beginning teachers encompass a large part of the plan--
  • West Virginia Support for Improving Professional Practice (WVSIPP)
Findings of a 2014 study by the United States Department of Education

- The following three areas were identified as most challenging for new teachers:
  1) assessment of student learning,
  2) selecting adequate resources and
  3) classroom management.
Addressing the Needs of Beginning Teachers identified in the USDOE Study

• Providing the resources and support needed to improve performance and comfort in new role as teacher candidate and beginning teacher.
• Improving the way cooperating teachers provide feedback to teacher candidates and the manner in which beginning teachers assess their students.
• Consistently using formative assessment instructional practices and involvement of students in their own learning to determine where students are on the continuum of mastery of the targeted standard.
• Creating baseline data (measured progress) for comparison against future activities and regrouping of students.
• Coaching for classroom management strategies—especially important when students are working in small groups
Continuous Improvement of the WV College or University that Prepared You

• The accreditation processes of the institution that prepared you requires feedback from the teachers they recommend for licensure.
  • Feedback (survey) from beginning teachers about the preparation received
  • Feedback from principals about preparation of new teachers they employ

Please lend your voice by completing the survey!
REMINDER: Standards are Critical; They are your Goals

- West Virginia Professional Teaching Standards
- College and Career-Readiness Standards for the endorsement you are teaching and for which you have been prepared
  - Standards versus Curriculum
Contact Information

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