



# The Pathway to Licensure

**The Office of Educator Effectiveness and Licensure**

Executive Director – Robert Hagerman

Teacher Quality Coordinator – Robert Mellace

# A Fantastic Journey



TEACHING IS A JOURNEY  
EMPOWERING  
ENGAGING  
ACHARING  
SHARING  
REFLECTING  
CHANGING  
ASSESSING

# Topics of Conversation

Teacher Recruitment in West Virginia ([www.TeachWV.com](http://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 1<sup>st</sup> 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](http://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.

### Demand

Positions with applicants who are not fully-certified educators

### Supply

Positions with applicants who are full-certified educators



# 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/>

Robert Hagerman - Executive Director  
Robert Mellace - Teacher Quality Coordinator  
[rmellace@k12.wv.us](mailto:rmellace@k12.wv.us)

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

Linda Bragg

Liaison to Institutions of Higher Education

Office of Educator Effectiveness & Licensure

West Virginia Department of Education

[lnbragg@k12.wv.us](mailto:lnbragg@k12.wv.us)

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