



West Virginia DEPARTMENT OF  
**EDUCATION**

# Office of Certification and Professional Preparation

Certification Update Webinar

*February 13, 2018*

# Office of Certification and Professional Preparation Staff

**Robert Hagerman**, *Executive Director*

**Lori Wilson**, *Assistant Director*

- Emily Curry
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- Scottie Ford
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- Brad Fittro
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- Christina Haymaker
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- Robert Mellace
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- Jodi Oliveto
  - Teacher Quality Coordinator
- Sherri Hudnall
  - Program Analyst
- Cheryl Nichols
  - Program Assistant
- Mona Bowe
  - Associate
- Madison Haymaker
  - Intern

# Today's Agenda

- Policy Updates
- Online Applications
- Form updates and reminders
  - Many forms were updated 12/11/18
  - The newest form must always be used.
  - Salary and tuition reimbursements
- Resources
  - OneNote Notebook
  - Department of Education website
    - Recently updated

# Policy 5202

- WVBE Policy 5202 revision became effective on December 11, 2017.
- A Guidance Document highlighting the revisions was sent via e-mail on December 11, 2017 and a follow-up e-mail was sent on January 11, 2018.

# On-Line Certification Portal

- Current electronic applications:
  - Coach Renewal
  - Initial Teaching
  - Teacher and Student Support Renewals
  - Administrative Renewals
  - Initial Coaching
- <https://wveis.k12.wv.us/certportal/index.cfm>
- Please advise your applicants to open up the User Guides and follow the instructions as many questions can be answered by using the User Guides.

# Renewal On-Line Applications

- Please make sure the application that you have been asked to approve is actually for an employee in your county and not just a resident of your county. If they are not employed, please reject/deny the application. Do not do a SEND BACK.
- When an application arrives for your approval, please look in the top left of the Coordinator Dashboard for the option of the certificate type (Renewal, Conversion, or Permanent) is correct. During your review, If the incorrect request is made, please REJECT/DENY the application so the applicant can make a new application. Please do not use the SEND BACK option.
- Please review the files for transcripts and if they are required and you have them, please upload them during the approval process. Otherwise, they need to be uploaded in the WVEIS WOW System.

# Renewal On-Line Applications

- The WVDE is not allowed to accept transcripts that applicants have tried to upload, nor are counties allowed to accept transcripts that have been printed from a PDF that was issued to the applicant.
- Transcripts must be issued to the county or to our office at the WVDE. If an applicant brings a transcript in an official sealed envelope from the college/university, you may open it and initial that you verify that it was indeed an official seal-bearing transcript and then you may upload it through the WVEIS WOW system.
- Please make sure that for Conversion to a Five-Year Certificate or Permanent that the Work Experience section is completed and the Beginning Educator Internship is listed (if applicable).

# Form 1/1A: First-Class/Full-Time Permits

- Individuals who have completed their program, but who are waiting to pass a PRAXIS Exam are not eligible to hold a First-Class/Full-Time Permit.
- Individuals who are waiting on successful completion of a PRAXIS Exam are not eligible for a waiver, neither are individuals who have not maintained or achieved the minimum GPA of 2.5.
- There has recently been an increase in applicants discovering that the program in which they were enrolled is not leading to licensure. Please encourage individuals seeking the First-Class/Full-Time Permit to get in writing from the college/university that the program does lead to licensure to work in the public schools.



# Form 8

- There are three professional certificates: Teaching, Administrative, Student Support.
- An educator who holds one of the three professional certificates and seeks to obtain a different type of professional certificate (mentioned above) **CANNOT** use a Form 8.
- Additional endorsements in Driver's Education must include the college signature, a copy of the driving record from the DMV, and a copy of the front and back of the valid Driver's License.

# Form 8

- An additional endorsement for Autism from any institution of higher education who are just completing six hours does not require a signature of the college/university official.
- If the individual has completed an approved full Autism program leading to licensure, such as Marshall or Bethany, the certification officer must sign the Form 8.

## Certification for Middle School Wellness

- *Beginning August 1, 2018, all educators **newly assigned** to teach a Wellness course in grades 7-8 must hold a Wellness (2250) endorsement. There are three currently approved educator preparation programs leading to licensure in Wellness. Also, licensed educators will have the ability beginning March 2018 to add the Wellness endorsement by successfully taking the Health and Physical Education: Content Knowledge (Wellness) Praxis 5857.*

# Form 8C

- Reading Specialist and Autism cannot be added by taking a PRAXIS Exam.
- Student Support and Administrative endorsements are not eligible to be added by taking a PRAXIS Exam.
- For the most up-to-date list of eligible exams, please use the following link:
  - [http://wvde.state.wv.us/certification/forms/documents/AdditionalEndorsementViaPRAXISExameffectiveJanuary11\\_2017.pdf](http://wvde.state.wv.us/certification/forms/documents/AdditionalEndorsementViaPRAXISExameffectiveJanuary11_2017.pdf)
- Please try to submit a PRAXIS Score Report with the Form 8C. The WVDE does not receive score results until 4-6 weeks after the applicant receives their results.
- *Beginning March 2018, applicants may add the Wellness endorsement by successfully taking the Health and Physical Education: Content Knowledge (Wellness) Praxis 5857.*

# Initial Out-Of-State Teacher On-Line Application

- For your employees, please ensure they are using the proper option when applying. If they have requested licensure based upon completion of a program in another state and it is discovered they have an out-of-state certificate, please REJECT/DENY the application and have them reapply and select the option “certificate issued in another state (Reciprocity)”.
- If an applicant has provided you with transcripts when they make application for the Initial Teaching Certificate, please upload them prior to approval or through the WVEIS WOW system after approval.

# On-Line Coaching Applications

- The School Year 2018-2019 has been added to the list of School Years. Please make sure if you are still submitting applications for the 2017-2018 School Year, that you choose the proper school year on the drop-down list.
- Please ensure that the individual making application has selected the correct option. If the individual needs to renew the authorization available on a Form 39 (Coach, Limited Football Trainer, or Athletic Trainer Certificate), please look at the top left corner of the application and see that the correct option has been selected.
- If they are wanting to renew and you notice in the top left corner that it is an Initial Temporary Authorization, you must REJECT/DENY the application. Applicant must go back into the system and select RENEW beside the credential.

# On-Line Coaching Applications

- A reminder that **prior to allowing** a coach, who is not a Professional Educator, to begin working in such capacity, he/she **must hold a Coaching Authorization**. An individual who is not a certified professional educator employed by the county **must be issued** an athletic coach authorization **prior to beginning any coaching activity** under West Virginia Code [18A-3-2a](#)(e)(3) and WVBE [Policy 5202](#) in order to work or volunteer as a coach of a school's athletic team. In order to be issued a coaching authorization, the applicant must be employed under a coaching contract with a county board of education, hold a minimum of a high school diploma or an equivalency diploma and complete training from the West Virginia Secondary School Activities Commission (WVSSAC) or approved local board of education training if the sport is not within the WVSSAC's jurisdiction.

# Coaching Authorizations

- Some counties are permitting coaching applicants to work during the season their particular sport is being played even though their applications have not yet been approved. Sometimes, in fact, the Office of Certification and Professional Preparation has denied an application based upon evidence of misconduct by the applicant only to find that the applicant has already coached the entire season. Counties may have mistakenly relied upon the WV Code section 18A-3-2 that provides for the employment of a professional educator for up to three school months if a teacher is employed in good faith on the anticipation that he/she is eligible for a certificate. This statutory section applies specifically to **professional educators only** defined in West Virginia Code [18A-1-1](#), not athletic coaches working under an authorization.

# Certification OneNote Notebook

- [Certification OneNote Notebook](#)
- Frequently requested information at your fingertips
- Most current
  - Version of Policy 5202
  - Applications
  - Instructions for submitting an application



# Form 38

## Temporary Authorization

- Be sure to apply for renewals AFTER January 1 of the year the certificate expires. Applying early will lead to denial
- Be sure to indicate the correct school year for the authorization
- **Option Pathway has been removed from Authorizations and is now an Advanced Credential (Form 30)**

# Permanent Authorization for Wellness

- *Any educator who has been assigned to teach a Health or Physical Education course in grades 6 through 8 during the **2017-18 school year** will be granted the Wellness (2250) endorsement due to the changes in WVBE Policy 2510.*
  - *Submit a Form 38 at NO CHARGE for the authorization.*
- *Beginning August 1, 2018, all educators newly assigned to teach a Wellness course in grades 7-8 must hold a Wellness (2250) endorsement.*

# Advanced Credentials

- **Option Pathway is now an Advanced Credential**
  - Applicants will apply on a Form 30
  - All applicants will request “Initial Option Pathway” for this year, even if they have held an Option Pathway Authorization in the past.
  - Option Pathway Advanced Credential validity period will mirror the applicant’s professional teaching certificate not to exceed five years if an applicant is permanent.

# Form 4

## Administration Renewal/Permanent

- In order for an individual to request a Permanent WV Professional Administrative Certificate they must have the following:
  - Six semester hours related to the endorsement, OR MA + 30, OR age 60.
  - Five (5) years of educational experience, one of which must be in WV
  - Two (2) years of administrative experience that must be in the endorsement area on the administrative certificate
    - If an applicant does not hold the endorsement that matches the work experience (i.e. Principal/Supervisor of Instruction/ Superintendent, then they **MUST** have evidence that the WV Professional Administrative Certificate was required for employment

# Early Childhood Classroom Assistant Teacher Updates

- The Form 41 application was updated on January 10, 2017
- Please make sure that you are using the newest form and filling it out in its entirety because we require all information for processing.

## 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 college transcripts, copies of 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 (Signature Required):

Community Program Director \_\_\_\_\_ County Director \_\_\_\_\_

Community Program Director Email \_\_\_\_\_

**YES** ☐  
ECCAT Date \_\_\_\_\_

**NO** ☐  
Permanent Only

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 has 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. ☐ Eligible to retire by July 1, 2020 \_\_\_\_\_

County Director Signature

### Authorization Pathway

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

### 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.

Signature (Not required when applying for permanent authorization) \_\_\_\_\_

Date \_\_\_\_\_

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Community Program Director \_\_\_\_\_ County Director \_\_\_\_\_

Community Program Director Email \_\_\_\_\_

YES ☐

ECCAT Date \_\_\_\_\_

NO ☐

Permanent Only

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 has satisfied this requirement

YES ☐

Date: \_\_\_\_\_

Verification attached ☐

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

YES ☐

Documentation attached ☐

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Date

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Community Program Director \_\_\_\_\_ County Director \_\_\_\_\_

Community Program Director Email \_\_\_\_\_

YES ☐

ECCAT Date \_\_\_\_\_

NO ☐

Permanent Only

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

YES ☐

NO ☐

### State Competency Exam

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YES ☐

Date: \_\_\_\_\_

Verification attached ☐

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YES ☐

Documentation attached ☐

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Community Program Director \_\_\_\_\_ County Director \_\_\_\_\_

Community Program Director Email \_\_\_\_\_

YES ☐

ECCAT Date \_\_\_\_\_

NO ☐

Permanent Only

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

YES ☐

NO ☐

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YES ☐

Date: \_\_\_\_\_

Verification attached ☐

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YES ☐

Documentation attached ☐

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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.

Signature (Not required when applying for permanent authorization)

Date

### Early Childhood WVDE Approved Course Work (Official College Transcripts or Copies of Certificates of Completion Required)

	Course Name	Date
1. Early Childhood Language & Literacy		
2. Early Childhood Special Needs Instruction		
3. Child Development		

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

	Instructor Name	Date Complete
1. First Semester		
2. Second Semester		
3. Third Semester		
4. Fourth Semester		

\*Copy of semester 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) Credential™

	CDA Advisor (Signature Required)	ID #	Date
1. 160 professional experience hours & appropriate required assignment(s)			
2. 320 professional experience hours & appropriate required assignment(s)			
3. 480 professional experience hours & appropriate required assignment(s)			

\*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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



### Early Childhood WVDE Approved Course Work (Official College Transcripts or Copies of Certificates of Completion Required)

	Course Name	Date
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	Instructor Name	Date Complete
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3. 480 professional experience hours & appropriate required assignment(s)			

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Signature of Superintendent or Director of Community Pre-School Program

Date

Signature of Applicant

Date



### Early Childhood WVDE Approved Course Work (Official College Transcripts or Copies of Certificates of Completion Required)

	Course Name	Date
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\*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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



# Waivers

- Examples of criteria that can not be waived
  - GPA
  - Previous waivers on that application
  - Praxis
- Other important points to remember
  - Waiver letter must include the specific criteria being waived
  - Waivers have an extended processing time.
  - Approval of a waiver is not approval of the application.
  - Unavailability of coursework requires documentation.
  - Waiver request letter, waiver request form and application must all be submitted

# Alternative Certification (AC)

**AC applications** (Forms 25, 25R, 25C, 20P, etc.) require a date of 12/11/2017 or later.

**Application form 25** for the Alternative Teaching Certificate **requires documentation of the job posting.**

**Eligibility Updates:** Policy 5202, Section 10.1.b.3.F.

- New test scores used for exemptions of the basic skills exams
- New degree based exemptions for content exams

# Alternative Certification

## **Provisional Certification:**

- Now AC program completers apply for a provisional license, rather than an Initial Professional Teaching Certificate

## **Renewal of the Provisional Teaching Certificate Requires:**

- Applicant is employed in a WV school district
- Receives satisfactory evaluations
- Recommendation of the employing Superintendent

# Alternative Certification

## Conversion from the Provisional to an Initial Professional Teaching Certificate Requires:

- Successful completion of a Beginning Educator Internship/Induction
- Six semester hours of appropriate college/university coursework reflecting a 3.0 GPA and related to the public school program
- Two years of full-time teaching experience under the Provisional Professional Certificate and in the area(s) of endorsement
- Successful evaluations for each year taught under the Provisional Professional Certificate within the West Virginia Educator Evaluation System, and with an earned performance rating of emerging or above
- Recommendation of the employing Superintendent




# Title II AC Reporting

- 14 AC Program Providers (school districts) reported data to ETS for 2016-2017.
- Title II data for 2016-2017 must also be reported at <https://title2.ed.gov/>. School District AC Program Contacts will receive their account information and instructions in **February of 2018**. The data reporting deadline is **April 30, 2018**.
- **Westat** will provide dates of upcoming technical assistance webinars for Title II. School District AC Program Contact attendance is strongly encouraged.
- **Luis Romero** is WV's new state support representative at the Title II Support Center. You may reach him at [Title2@westat.com](mailto:Title2@westat.com) or [LuisRomero@westat.com](mailto:LuisRomero@westat.com).
- **Kelly Mordecki** provides Title II reporting support for AC programs at the WVDE.

# Long and Short-Term Substitute Permits

- New forms are available at (Form MUST be completed by county)  
<https://wvde.state.wv.us/certification/forms/>
- You do NOT need to submit proof of training (i.e. certificates), you only need to confirm the date on the form by indicating when the last date of final training occurred.
- Please include employment date for new applicants
- Substitute permits are considered non-professional permits; therefore, advanced degrees/salaries can no longer be recognized for new applicants. Certificates for individuals that have already been granted an advanced degree/salary will NOT be changed.

# 2S Short-Term Permit Application

 <b>West Virginia DEPARTMENT OF EDUCATION</b> <small>REV 20171211</small>	<small>Office of Certification and Professional Preparation Bldg. 6, Room 304 1900 Kanawha Blvd., E. Charleston, WV 25305 304-558-7010 Phone 304-558-7843 Fax</small>	<b>Form 2S—Short-Term Substitute Permit</b>	
	Social Security Number: _____ Last Name: _____ First Name: _____ MI: _____		
<b>Short-Term Substitute Permit</b> —Defined by WVBE Policy 5202 §126CSR136-6.62 as a licensed educator who temporarily replaces, for 30 or less consecutive instructional days, the person assigned to the educator position. Substitute Permits require applicants to be employed or have received an offer of employment by a WV County Board of Education. Criteria for substitute permits is found in WVBE Policy 5202 §126CSR136-11.7. <a href="#">Official seal-bearing transcript required.</a>			
<b>Employing County Verifications: Application Type</b>			
<input type="checkbox"/> <b>INITIAL Permit</b>			
The applicant has an overall GPA of 2.0 or better and a bachelor's degree from a regionally accredited IHE. S/he has completed <u>18 clock hours of training</u> in classroom management, state and local policies, WV Content Standards and Objectives, and an overview of school law including reporting requirements for suspected child abuse, with no more than 6 hours of classroom observation, or a successful clinical experience. (Must be completed within one year of the application date). School Nurse substitutes must use Form 2L.			
Official Board Employment Date: _____			
<input type="checkbox"/> <b>Completed Required Training:</b>  Date: _____ Must be last date of training if completed over more than one day.		<input type="checkbox"/> Successful completion of Student Teaching/Clinical Experience within 1 year. (official transcripts attached)	
-OR-			
<input type="checkbox"/> <b>RENEWAL of the Permit</b>			
<input type="checkbox"/> <b>Training Completed:</b> The applicant has completed <u>12 clock hours of training</u> . Must be last date of training if completed over more than one day.		<input type="checkbox"/> The applicant has completed <u>6 semester hours of coursework</u> from an accredited institution of higher education that is related to the public school program. The hours must have been completed subsequent to the issuance of the permit being renewed and within a 5 year period immediately preceding the date of application. (official transcript required)	
-OR-			
<b>Superintendent Signature</b>			
I hereby verify that the applicant meets the requirements and documentation for the training is on file at the district and will be made available		Correct and documentation for the training	
Superintendent _____		DATE _____	

# 2L Long-Term Permits


There are new requirements for substitute training for those seeking endorsements in **Elementary Education** and **Nursing** which can be found at: <http://wvde.state.wv.us/policies/index.html#p5202>

11.7.c.3.A.1. Exceptions. -- Those applying for School Nurse Substitute permits must hold a valid registered nurse licensure issued by the West Virginia Board of Examiners and have completed 12 hours of training related to school nursing and 6 hours of clinical time with a certified school nurse who is an RN; AND

**WVDE is now offering the substitute teacher training through e-Learning.**

Contact Donna Landin for further information. [dlandin@k12.wv.us](mailto:dlandin@k12.wv.us).

# 2L Long-Term Permits



**West Virginia DEPARTMENT OF  
EDUCATION**

REV 20171211

Office of Certification and  
Professional Preparation  
Bldg. 6, Room 304  
1900 Kanawha Blvd., E  
Charleston, WV 25305  
304-558-7010 Phone  
304-558-7843 Fax

**Form 2L—Long-Term Substitute Permit**

Social Security Number: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

**Long-Term Substitute Permit**—Defined by WVBE Policy 5202 §126CSR136-4.45 as a licensed educator who temporarily replaces, for more than 30 consecutive instructional days, the person assigned to the educator position. In accordance with WVBE Policy 5202 §126-136 11.7.c.1, a Long-Term Substitute Permit can be endorsed for any specialization recognized on the Professional Teaching and/or Student Support Certificate. For a complete listing of these endorsements, refer to Appendix A of Policy 5202. A Long-Term Substitute Permit also allows the educator to substitute short-term in any area. Substitute Permits require applicants to be employed or have received an offer of employment by a WV County Board of Education. For elementary education endorsements, a minimum of 12 semester hours should include at least one college level mathematics course and a combination of core content coursework including but not limited to English, science and social studies. One course related to child development, early learning, or reading and writing may be used in lieu of a core content course other than mathematics. Criteria for issuance may be found in Policy 5202 §126CSR136-11.7. [Official seal-bearing transcript required.](#)

**Employing County Verifications: Application Type**

☐ **INITIAL Permit**

The applicant has an overall GPA of 2.0 or better and a bachelor's degree from a regionally accredited IHE. S/he has completed 18 clock hours of training in classroom management, state and local policies, WV Content Standards and Objectives, and an overview of school law including reporting requirements for suspected child abuse, with no more than 6 hours classroom observation or has an expired/valid teaching certificate. For Elementary Education endorsements, training must also include teaching reading and literacy. (Policy 5202 §126CSR136 11.7.c.3.A.) For nursing endorsement requires 12 hours of training related to school nursing and 6 hours of clinical time with a certified RN school nurse. (Policy 5202 §126CSR136 11.7.c.3.A.1.)

Official Board Employment Date: \_\_\_\_\_

☐ **Training Completed:**  
Must be last date of training if completed over more than one day

-OR-

☐ **Valid or Expired Teaching Certificate:**  
May be used only once in lieu of substitute training, must have expired within the last five years, and must be a regular certificate not a temporary or permit. (Document attached).

☐ **Successful completion of clinical experience within 1 year.**  
(Official transcript attached)

The applicant has a minimum of twelve (12) semester hours college credit reflected on an official transcript with a grade C or higher in the following endorsement areas:

Endorsement	Grade Levels	Endorsement	Grade Levels
Endorsement	Grade Levels	Endorsement	Grade Levels

☐ **RENEWAL of the Permit**

☐ **Training Completed:**  
The applicant has completed 12 clock hours of trainings. For Elementary Education endorsements, training must also include teaching reading and literacy. (Policy 5202 §126-136-11.7.d.1). Nursing endorsement requires 12 hours of training related to school nursing. (11.7.d.3.A). Must be last date of training if completed over more than one day.

-OR-

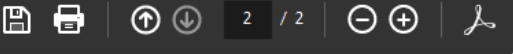
☐ The applicant has completed 6 semester hours of coursework from an accredited institution of higher education that is related to the public school program. The hours must have been completed subsequent to the issuance of the permit being renewed and within a 5 year period immediately preceding the date of application. (official transcript required)

☐ The applicant holds a **VALID WV Professional Certificate** in another area of endorsement.

**Superintendent Signature**

I hereby verify that the applicant meets the requirements of WVBE Policy 5202 for the identified substitute permit. All information submitted is correct and documentation for the training is on file at the district and will be made available to the WVDE upon request.

Superintendent \_\_\_\_\_



# Clinical Permits (Forms 24, 24A, 24B, and Form 23)

- Beginning this Summer and for the Fall 2018 semester, applicants must now have PASSED all content exams (as well as basic skills or have a qualifying exemption) BEFORE they apply for their clinical placement permit.
- All forms have been updated and can be found at <https://wvde.state.wv.us/certification/forms/>
- Form 23 is for applicants seeking an observation placement who are attending an out-of-state IHE or for applicants seeking a clinical placement who are attending an out-of-state IHE (they must also submit a Form 24 for a clinical placement).
- It is the county's responsibility to ensure that a student teacher holds a valid clinical experience permit prior to placement except for those meeting the exemption in Policy 5202 §126-136-4.20.

# Clinical Permits (Forms 24, 24A, 24B, and Form 23)

- **Form 24** is for first time applicants seeking a clinical placement in a county-district from an in-state IHE.
- **Form 24A** should only be submitted if the applicant had a previously approved Form 24 and they are wishing to extend their clinical experience, or change their placement county/district.
- **Form 24B** is only for applicants attending an in-state IHE applying for a clinical experience out-of-state; therefore, you should not receive any applications form 24Bs



# Form 3 - Teacher-in-Residence

- The Form 3 has not changed but has been updated with the new WVDE logo and should be used for new applications.
- There must be a WVBE approved TIR program/agreement with the county and IHE. <https://wvde.us/wp-content/uploads/2018/01/ApprovedTIRprograms20171114.pdf>
- The applicant must have a minimum GPA of 3.0 to apply.
- The applicant must also submit his/her transcripts to date so that the GPA can be verified.
- The applicant must have passed all required exams, including basic skills and all content exams prior to application.
- The job must be posted twice and documentation of the posting must be submitted with the application.



# WVBE Approved TIR Programs List

Alderson-Broaddus College	Bluefield State College	Concord University	Davis & Elkins College	Fairmont State University	Glenville State College	Marshall University	Ohio Valley University	Salem International University	Shepherd University	University of Charleston	WV State University	West Virginia University	West Virginia University-Parkersburg	WV Wesleyan College
Barbour	Greenbrier	Braxton	Randolph	Berkeley	Boone	Berkeley	Doddridge	Doddridge	Berkeley	Kanawha	Boone	McDowell	Pleasants	Braxton
Braxton	Logan	Doddridge		Doddridge	Braxton	Boone	Pleasants	Harrison	Grant		Clay	Monongalia	Ritchie	Hampshire
Harrison	McDowell	Fayette		Greenbrier	Calhoun	Braxton	Ritchie				Kanawha	Pocahontas	Roane	Harrison
Monongalia	Mercer	Greenbrier		Hampshire	Clay	Cabell	Roane				Mingo	Preston	Wirt	Lewis
Mason	Raleigh	Kanawha		Hardy	Doddridge	Doddridge	Wirt				Putnam		Wood	Mineral
Preston	Summers	McDowell		Harrison	Fayette	Fayette					Roane			Pocahontas
Upshur		Mercer		Kanawha	Gilmer	Kanawha								Preston
		Raleigh		Lewis	Kanawha	Lincoln								Raleigh
		Summers		Marion	Lewis	Logan								Randolph
		Wirt		Monongalia	McDowell	Mason								Upshur
		Wyoming		Pocahontas	Monongalia	McDowell								Webster
				Preston	Nicholas	Mingo								Wirt
				Randolph	Pleasants	Putnam								
				Webster	Pocahontas	Raleigh								
				Wetzel	Raleigh	Ritchie								
					Roane	Wayne								
					Tucker	Wirt								
					Tyler	Wood								
					Upshur									
					Webster									
					Wirt									
** Updated February, 2018														



# Legal Disclosures

## Online Applications

- Applicants are required to add a disclosure for each incident or action on the first Online Application submitted.

\*For disclosures that have been previously reviewed, note 'previously reported' in the narrative

- Once a disclosure is made online, it remains in the application and applicants do NOT need to add it again.
- Items that should accompany a disclosure:
  - Date (Month/Year)
  - Title (name of the charge/action)
  - Narrative (description/summary of the events that led to the disclosed incident/action)
  - Personnel and/or Court Documents and/or Police Report

# Legal Disclosure Information

## Paper Applications

- \*Check 'yes' to appropriate question(s)
- \*Provide a Narrative (description/summary of the events that led to the disclosed incident/action)
- \*Provide Personnel and/or Court Documentation
- \*When disclosing a previously reviewed incident, check 'yes' to the appropriate box or boxes and note 'previously disclosed'

# FBI Reporting

The FBI now requires that we verify ID prior to sharing information or requesting information regarding reports found on the FBI background.

The WVDE can no longer send a request letter for information regarding incidents found only on the FBI report.

Applicants are required to appear in person at the WVDE or conference by Skype with picture ID to obtain a copy of his or her FBI background report and disclosure requirements.

# Tuition Reimbursement

Tuition Reimbursement: WV Code section 18A-3-3a provides for tuition reimbursement for educators holding a valid WV professional or provisional professional teaching, service, or administrative certificate.

# Tuition Reimbursement

Tuition reimbursement for educators holding a first class permit is allowable only for those seeking an *additional* endorsement in a shortage area. No allowance for state tuition reimbursement is made for those on a first class permit seeking an *initial* professional certificate.

# Tuition Reimbursement

Courses completed *prior* to the July 1 start of a fiscal year are *ineligible* for state tuition reimbursement.

Form 36 tuition reimbursement applications must be complete when received by the WVDE. All incomplete applications are denied.

# Advanced Salary

Advanced salary levels and advanced degree level recognition are allowable on valid WV professional and provisional professional teaching, service, and administrative certificates.



# Advanced Salary

For a master's degree (MA level), 80% of the coursework (24 of the 30 minimum graduate degree hours) must be “related to the public school program” as defined in Code and Policy. No more than 6 graduate hours in an area that is unrelated either to the public school program or to an endorsement area held on the professional certification may be used for the MA level.

# Advanced Salary

Advanced salary / advanced degree level recognition is not allowable on most permits or authorizations under WV Code §18A-4-1. Only the degree level *required* for issuance of the permit or authorization is allowable.

# National Board Extra Expenses Reimbursement

Additional fee reimbursement of up to \$600.00 is available for extra expenses incurred during the National Board process after board certification has been *achieved*.

# Transcripts

The WVDE Office of Certification & Professional Preparation has a new email address specifically created for county central office contacts, institutions of higher education contacts, and individuals to utilize when transcripts are sent directly to our office via Escripts or other electronic delivery from the institution.

Please use this email: [cert.transcripts.wvde@k12.wv.us](mailto:cert.transcripts.wvde@k12.wv.us)

# Career and Technical Education (CTE)

## **Application forms V7, V9, V14, V17 and V35:**

- Initial, Renewal and Advanced Salary applications are initially reviewed by the Office of CTE by Assistant Director, Mr. Richard Gillman, before being reviewed by CAPP.

## **Application form V14 signature authority:**

- Authority has been changed from WVUIT to the WVDE. Mr. Richard Gillman is the Designated Official. The Office of CTE also reviews and approves occupational updates prior to being transcribed for use with the application.

# CTE Application Renewals

## New Requirement:

Applicants must submit a copy of their **valid industry credentials**, if one is required for their endorsement.

- If the industry credential expires, it must be renewed and valid at the time of application.
- If the industry credential is a one-time training or permanent, the previously submitted credential will be reviewed and verified by the Office of CTE.



West Virginia DEPARTMENT OF  
**EDUCATION**

# Questions or comments?

*Thank you so much for attending!*