



West Virginia DEPARTMENT OF
EDUCATION

Initial Teacher Certification Webinar

Office of Certification and Professional Preparation

April 25, 2018

A Fantastic Journey

SUPPORT
TEACHING
EMPowering
ENGAGING
ACHIEVING
CHANGING
SHARING
RELECTING
NURTURING
ASSESSING



Today's Agenda

Applications for Certification – Brad Fittro

- Initial Professional Teaching Certificate (Including first-time applicant info)
- Renewal of the Professional Teaching Certificate
- Adding Endorsements to the Professional Teaching Certificate

TeachWV.com and Employment Opportunities in West Virginia – Robert Mellace

- Teach West Virginia Website Navigation (www.TeachWV.com)
- Troops to Teachers
- Employment Opportunities
- Substitute Teaching

Professional Growth - Scottie Ford

- Advanced Salary Classifications
- Tuition Reimbursement

Q&A

Mr. Brad Fittro - Coordinator

Office of Certification and Professional
Preparation

Background Checks

- All initial applicants for licensure/certification in WV must complete a **WV State Police and FBI** fingerprint/background check to be issued any credential issued by the WVDE to be eligible work in the public schools of our state
 - It must be completed through the WV State Police contracted vendor IdentoGO
 - It will have to be completed even if you have completed one for student teaching (unless you are a teacher-in-residence)
 - When changing counties of employment you will need an additional background check if the last one was not completed within the last 90 days - for county (state-only) not WVDE.



Application for Certification

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

- Follow the electronic application process for form 20T
- Complete instructions for first-time applicants
 - State Police and FBI background check with IdentoGo
 - 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 minimum 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 enough time 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 during the last 12 months.

Renewal of the Professional Teaching Certificate

Acceptable coursework for renewal:

- Six semester hours of appropriate college/university coursework related to the public school program or appropriate eLearning courses
 - Must be from a regionally accredited institution of higher education
 - Must result in a GPA of 3.0 (B) or higher for each course – except for WVDE eLearning
 - 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 OR
 - **Multi-Categorical Special Education OR**
 - Mental Impairment (Mild/Moderate) OR
 - Severe Disabilities OR
 - **Pre-School Special Needs**
- Successful completion of six eligible semester hours in Autism
- One and one-half of the six semester hours must be comprised of field-based experiences OR new verification of hours

Mr. Robert Mellace - Coordinator
Office of Certification and Professional
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www.teachwv.com

Educator Preparation

- Troops to Teachers

Certification

- Praxis exam requirements and registration (www.ets.org)
- Applications for all certifications, permits and authorizations. Applications for advanced salary classifications.
- Check the status of your licensure application

Job Opportunities

- Explains the job seeking process and has links to each school district's homepage

Professional Growth

- Tuition Reimbursement, e-Learning, National Board Certification



The **Troops to Teachers (TTT) program** is a benefit provided by the Defense Activity for Non-Traditional Education Support (DANTES) to qualifying military personnel.

Qualifying members may be eligible to receive:

- Career counseling
- Job placement assistance
- Financial assistance (up to a \$5,000 stipend / \$10,000 as a bonus)

Program eligibility and financial assistance for the TTT program are solely determined and distributed by the National TTT Office.

Visit <http://www.proudtoserveagain.com/About/Eligibility> to access information about eligibility.

To register for the program visit www.proudtoserveagain.com.

Contact the National TTT Office at 1-800-231-6242.

Finding Employment Opportunities in West Virginia

Using TeachWV to find employment:

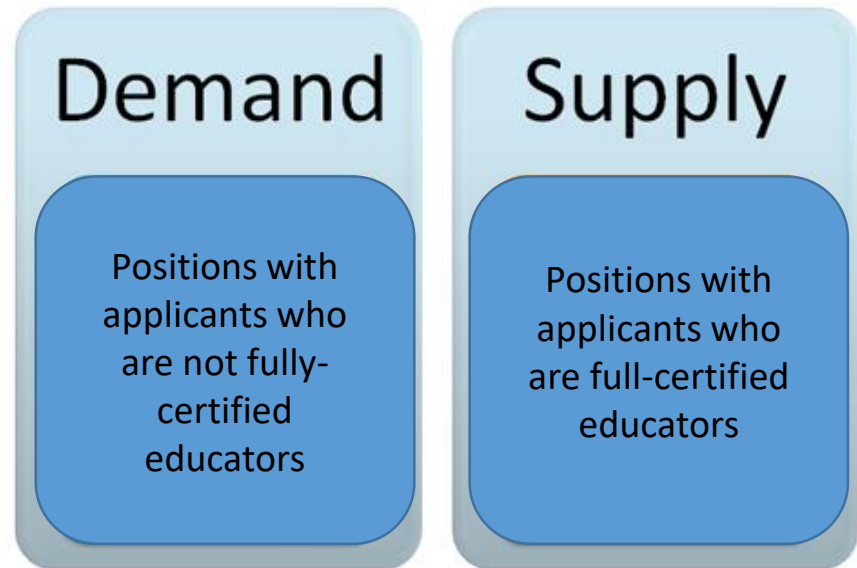
1. Visit the [“Job Opportunities” section](#) of the website
2. Select a county school district underneath the map
3. Use the school district’s contact information to communicate with the human resources office about personnel needs and find out when jobs may be posted
 - Jobs are typically posted five 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 the county level
5. Submit application(s) to the school district(s) of your choice on their homepage

Finding Employment Opportunities in West Virginia

Full-Time Employment:

Communicate with school districts about the *supply and demand* of certified educators within your endorsement area.

You may ask about needs in other areas of endorsement if your endorsement is not in demand.



Finding Employment Opportunities in West Virginia

Substitute Teaching

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

Short Term and Long Term Substitute Permits both require:

- Bachelor's degree with a 2.0 overall cumulative GPA
- Individuals meet general requirements
- Complete initial substitute teacher training OR successful completion of student teaching within the last 12 months

Additionally, Long-Term Substitute Permits require:

- 12 semester hours related to the endorsement with a grade of C or higher
 - Elementary education endorsements require 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.

Note: Individuals with a Professional Teaching Certificate do not need a short-term substitute teaching permit to substitute teach less than 30 consecutive days in the same classroom

Beginning Teacher Salaries

Legislative action during 2018 ([Senate Bill 152](#)) increased teacher base salaries in West Virginia by 5%. The increase begins with the 2018-2019 school year.

General information about state salary schedules for teachers statewide may be accessed within the “data” section of the Office of School Finance’s website at <https://wvde.us/finance-and-administration/school-finance/>.

Every school district’s salary scale will vary, as many school districts provide supplements to base salary schedules.

Contact your school district (the employer) for complete details about salary and benefits.

Ms. Scottie Ford - Coordinator

Office of Certification and Professional
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Advanced Salary

- Advanced salary levels and advanced degree recognition are limited to *professional* teaching, student support, and administrative certificates and equivalents. Advanced salary requirements and limitations are listed in WV Board of Education (WVBE) Policy 5202, section 126-136-22, available from <http://wvde.state.wv.us/policies/>.

Advanced Salary

- All coursework for advanced salary must be related to the public school program. Under WVBE Policy 5202, the term “*related to the public school program*” means: 1) any course offering included in a degree program in the field of education; 2) content and/or professional education coursework related to the current licensure; 3) content and/or professional education coursework required for an additional endorsement; 4) professional development/special topics coursework approved by the licensing agency; 5) coursework identified in the personnel evaluation process; 6) coursework related to technology for education; and/or 7) coursework related to the mission and goals of the WVBE and/or the school organization.

Advanced Salary

- **Available Advanced Salary Levels for Professional Certificates:**
 - **BA+15** (15 semester hours)
 - **MA** (earned master's degree)
 - **MA+15** (45 semester hours)
 - **MA+30** (60 semester hours)
 - **MA+45** (75 semester hours)
 - **Doctorate** (earned doctorate degree)

Advanced Salary

- **To determine eligible hours for an advanced salary level:**
- Graduate level hours and advanced degrees must be documented on an official graduate transcript of an appropriately-accredited college or university after the issuance of the bachelor's degree, and must meet the definition of "related to the public school program" if earned after July 1, 1994.

Advanced Salary

- **To determine eligible hours for an advanced salary level:**
- Also, a maximum of 15 *undergraduate level hours* (hours that are not graduate level) from a regionally-accredited institution of higher education, completed **after** the issuance of the specialization on the professional teaching, student support, or administrative certificate, are allowable if the hours are in accordance with the teacher's current classification of certification and training; a designated instruction shortage area documented by the employing county superintendent; or an identified teaching deficiency documented through the state approved county personnel evaluation system.

Advanced Salary

- **To determine eligible hours for an advanced salary level:**
- For a master's degree (MA level), 80% of the coursework (24 of the 30 minimum graduate degree hours) must relate to the public school program as defined in WVBE Policy 5202. 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 advanced salary level.

Advanced Salary

- A **Form 12 advanced salary application** must be submitted in order to apply for any advanced salary or advanced degree level, when professional certification is obtained.
- A Form 12 advanced salary application is available from:
<http://wvde.state.wv.us/certification/forms/>.

Tuition Reimbursement

- Tuition reimbursement for educators is currently limited to individuals holding *professional* teaching, student support, or administrative certificates or equivalents. The requirements and limitations for state tuition reimbursement are located in WVBE Policy 5202, §126-136-23.1, located at <http://wvde.state.wv.us/policies/>. Tuition reimbursement is available on a first-come, first-served, limited basis for those taking coursework in a verified critical shortage area, as verified and designated by the county of employment on a Form 36 tuition reimbursement application form.

Tuition Reimbursement

- Reimbursement for educators is currently limited to 15 semester hours of coursework (lifetime maximum) completed towards an *additional* endorsement in a shortage area. The professional educator must have completed the appropriate college or university coursework with a minimum 3.0 GPA.
- Coursework for those required to complete certification renewal hours is allowable under the renewal area option. However, reimbursement of coursework completed in a verified critical shortage area is currently legislatively prioritized.

Tuition Reimbursement

- *To apply:* Immediately after completing appropriate coursework with a minimum 3.0 GPA, a Form 36 application for tuition reimbursement must be submitted first to the county of employment. The county must determine eligibility before signing and submitting the Form 36 application to the WV Department of Education (WVDE) for processing.
- A Form 36 tuition reimbursement application is available from: <http://wvde.state.wv.us/certification/forms/>.

Tuition Reimbursement

- A Form 36 application for tuition reimbursement must be received by the WVDE no later than June 15 of each year for coursework completed during that *same* fiscal year. Each fiscal year begins on July 1. Form 36 applications submitted for prior fiscal year coursework will be rejected for log-in and returned to the applicant.
- Also be sure to consult with the county of employment to determine if any tuition reimbursement may be available through county funding sources, or through the county's federal program funds if a Form 36 application is denied by the WVDE.

National Board Salary Supplement and Fee Reimbursement

- Available to educators holding a WV professional teaching certificate and also board certification through the National Board for Professional Teaching Standards (NBPTS), while employed as a classroom teacher in a WV public school:
 - Annual state salary supplement (currently \$3,500.00);
 - County level supplement also available in some WV counties; and
 - State reimbursement of National Board for Professional Teaching Standards (NBPTS) board certification program fees
- For information concerning NBPTS board certification requirements, contact the NBPTS at: nbpts.org.



Complete requirements for certifications, permits and authorizations may be accessed in WVBE Policy 5202 at <https://wvde.us/state-board-of-education/policies/> and the [certification website](#)

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