Office of Certification and Professional Preparation
Personnel Directors’ Meeting

April 27, 2018
Introductions

Robert Hagerman, Executive Director

Emily Curry, Coordinator
Scottie Ford, Coordinator
Robert Mellace, Coordinator
Kelly Mordecki, Coordinator
Mona Bowe, Associate Staff
Cheryl Nichols, Associate Staff

Brad Fittro, Coordinator
Christina Haymaker, Coordinator
Jodi Oliveto, Coordinator
Lori Wilson, Assistant Director
Sherri Hudnall, Associate Staff
Madison Haymaker, Intern
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 – Additional Endorsement

• 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 the full Autism program at Marshall or Bethany the certification officer must sign the Form 8.
The WVBE approved a new exam for the endorsement of Wellness (Health/PE Combined). The exam number is #5857.
Wellness 7-8 Authorization

Due to changes in WVBE Policy 2510

• Teachers who already hold both Physical Education & Health endorsements do not need to apply for the Authorization.

• Only those currently employed (2017-2018 school year) in grades 6-8 and who are teaching Physical Education or Health and who hold either Physical Education or Health endorsement (not both) and will be employed to teach Wellness in grades 6-8 next year (2018-19 school year) are eligible to apply for the Authorization.

• An exception applies to those who are not currently teaching Health or Physical Education and do hold a Health or Physical Education but who have already been hired into a 6-8 Physical Education, Health, or Wellness position for next year (2018-19) but cannot move into that position until next year.
Long-Term Elementary Education Substitutes

• Effective December 11, 2017, Policy 5202 requires applicants seeking an endorsement for Elementary Education K-6 for a long-term substitute permit to include literacy and reading in their initial substitute training hours.
  Counties may provide their own training or may use the eLearning platform to assist applicants in meeting this criteria.

• Applicants renewing their long-term substitute permit in Elementary Education must also complete a refresher in reading and literacy for renewal.
  Counties may provide their own fresher training or may use the eLearning platform to assist applicants in meeting renewal requirements.

• More information regarding eLearning coursework can be found at: https://wvde.state.wv.us/elearning/ or by contacting Donna Landin at dlandin@k12.wv.us.
Form V14 - Vocational Salary

• The Form V 14 MUST be completed by the applicant.
  • Coursework that is being submitted
  • Advanced salary that is being requested

• Do NOT submit a blank form for processing.

• Submit the completed form to The Office of Certification and Professional Preparation for processing. This office will route the V14 to The Office of Career and Technical Education for verification and signature.

• Please refer to Policy 5202 §126-136-22.5 for requirements for each level of advanced vocational salary.
Advanced Salary

Advanced salary levels and advanced degree recognition are limited to professional teaching, student support and administrative certificates and equivalents.
Tuition Reimbursement

Tuition reimbursement is available only to educators holding a professional certificate. If a first class permit is held, it must be for an additional endorsement, not for an initial professional certificate.
Initial Out-Of-State Teacher On-Line Application

• If an applicant is employed by your county, please ensure they are using the proper option to obtain their licensure. If they have selected they are getting licensure based upon completion of a program in another state and it is discovered they have an out-of-state certificate from another state, please REJECT/DENY the application and have them make another application selecting the option of a certificate issued in another state (Reciprocity).
Renewal On-Line Applications

• 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.
Certificates of Completion

• Certificates of Completion for the professional certificate renewals can only be used for the WVDE e-learning courses that were completed after December 11, 2017.

• A reminder that if an individual wants to use the coursework for Advanced Salary, it still must be reflected on an official seal-bearing transcript.
On-Line Coaching Applications

• 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 and they need to 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.
Form 20PR - Renewal of the Provisional Teaching Certificate for Alternative Certification Candidates

- Applicants who currently hold a Provisional Teaching Certificate as a result of completing an AC Program must complete 2 full years of teaching before they can apply for an Initial Teaching Certificate.

- In order to qualify for renewal, the applicant must continue to be employed AND must have received satisfactory evaluations (see form below).

- A Provisional License must be renewed yearly and expires on June 30th of each year.

- Applicants should not apply for the renewal of their original Provisional certificate until after January 1st of the year in which their Provisional License will expire.

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**Form 20PR — Renewal of the Provisional Teaching Certificate**

| Social Security Number: ______________________ |
| Last Name: ______________________ First Name: ______________________ | MI: ______ |

**School District**

**Renewal Requirements (Circle Yes or No)**

<table>
<thead>
<tr>
<th>Y</th>
<th>N</th>
<th>The applicant continues to be employed in a West Virginia county school.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Y</th>
<th>N</th>
<th>The applicant has received satisfactory evaluation(s) in the professional personnel evaluation process, pursuant to W. Va. Code §18A-2-12.</th>
</tr>
</thead>
</table>

I hereby certify and agree with the following statements: The applicant is employed within our school district, has received satisfactory evaluation(s) in the professional personnel evaluation process, and has been notified of requirements for conversion to the Professional Teaching Certificate pursuant to WDE Policy and West Virginia State Code.

Signature of the Employing Superintendent: ______________________
School District: ______________________ Date: ______
Title II Alternative Certification Federal Reporting for 2016-2017

• 14 Districts are reporting for 2016-2017 school year
• All scores have been uploaded by ETS
• Districts reporting for 2016-2017 need to verify the scores and Certify the Title II Report by April 30, 2018.

Call Luis Romero with WESTAT at (877) 684-8532
Or Email: Title2@westat.com

• Once you have certified your Title II AC Report for 2016-2017, please email Kelly Mordecki at kmordecki@k12.wv.us to confirm.

Note: Beginning in the Fall of 2018, districts will begin to receive information from ETS regarding instructions for completing the 2017-2018 Title II Federal Reporting which will be completed in the spring of 2019.
Official Transcripts

cert.transcripts.wvde@k12.wv.us

Official transcripts coming from the county must be uploaded into the online system or sent to our certification transcripts email above.
Q & A

Office of Certification and Professional Preparation
1900 Kanawha Blvd. East
Building 6, Suite 700
304.558.7010 (office)
304.558.7843 (fax)

Thank You