



West Virginia DEPARTMENT OF
EDUCATION

**Office of
Certification and Professional
Preparation (CAPP)**

West Virginia Department of Education (WVDE)
Bridgeport, WV
July 26, 2018

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Today's Agenda

- Policy 5202 Information
- Online Certification System Update
- Expiring Certification Notification
- PRAXIS Exam Updates
- Backgrounds/Fingerprints
- Legal
- Alternative Certification
- Teacher in Residence
- ECCAT
- Advanced Salary, Tuition Reimbursements and Salary Supplements
- Question and Answer Session



Policy 5202

WVBE Policy 5202 should go out on comment in August. Please visit <http://wvde.us/policies> to review the changes in policy and to view the Executive Summary with the proposed changes and additions.



On-Line Certification Portal

- Current electronic applications:
 - Coach Renewal
 - Initial Teaching
 - Teacher and Student Support Renewals
 - Administrative Renewals
 - Initial Coaching
- Upcoming electronic applications in the testing phase:
 - Initial Student Support
 - Initial Administrative



On-Line Certification Portal

- <https://wveis.k12.wv.us/certportal/index.cfm>
- Please advise your applicants to open up the User Guides and follow the instructions. Most questions can be answered in that document.
- If the applicant has made an error on the on-line application, please do not use SEND BACK. Please REJECT/DENY the application and have them start a new application.



Renewal/Permanent Certificates

1. Certificates of Completion can now be submitted for WVDE e-LEARNING Courses taken after December 11, 2017 only. If the applicant wants to use the coursework for Advanced Salary, the coursework still must appear on official seal-bearing transcripts.
2. If an applicant is applying for a permanent certificate based upon **renewal of two five-year certificates and no Master's Degree**, they must submit six hours of coursework with the application for permanent.
3. Official seal bearing transcripts must be submitted in a sealed, unopened envelope to either the county or WVDE **OR** E-Scripts sent to cert.transcripts.wvde@k12.wv.us.
4. Please check the applicant's file for the most up-to-date transcripts and upload them in the certification portal at the time of approval.



Expiring Certifications

As a courtesy, an email with expiring certifications is sent out monthly. These are automatically generated by the system.

- ALL expiring certificates are noted, even if the applicant has already renewed because the old certificate is still expiring.
- We are unable to remove these from the list.
- Please verify with your records and process accordingly.



PRAXIS Exam Updates

The following PRAXIS Exams will be changing effective September 1, 2018:

- Education Leadership: Administration and Supervision Exam will be #5412 with a cut score of 146.
- Computer Science Exam will be #5651 with a cut score of 149.
- Wellness Exam for Health and PE combined is now available by taking PRAXIS Exam #5857.
- Individuals who hold the Provisional Teaching Certificate through the Alternative Certification Program cannot add endorsements via PRAXIS Exam until the Initial Professional Teaching Certificate is issued.



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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.



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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://wyde.state.wv.us/elearning/> or by contacting Donna Landin at dlandin@k12.wv.us.



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Background/Fingerprints

- Only State (not FBI) background checks completed for individuals with a pending application for **initial** certification may be shared with the county if within 90 days
- As per State Police and federal regulations, backgrounds received by CAPP where the applicant is not applying for **initial** licensure/permit/authorization may **not** be released from our office
- If fingerprints are rejected by IdenToGo, there is no fee for reprints.



Background/Fingerprints

- If a background is conducted for county purposes or for service personnel, applicants must indicate the county as the recipient and only pay *\$32.50 when registering
- Background checks conducted erroneously must be completed again and will require additional payment
- Service personnel (excluding bus drivers) background checks cannot be shared with counties

*As of 1/24/17



Previous Disclosures

All applicants who answer 'yes' on any question (on Part 2 of the applicant information sheet or on the "Add Disclosure" section for electronic applications) must add each incident when she/he applies. Each disclosure must include the following:

1. **Date** – month and year of the incident
2. **Title** – incident disclosed i.se. DUI, Trespassing, Suspension, Letter of Reprimand, etc.
3. **Narrative** – written by the applicant and details his/her conduct which led to the licensure/personnel/criminal action.
4. **Personnel Documentation** – if disclosing a personnel related matter
5. **Court Documentation** – documentation that is provided by appropriate magistrate/ circuit/district/federal court.
6. **Repeat this process for each disclosure.**
 - a. An applicant arrested on three (3) different dates will add three (3) disclosures; an applicant arrested one (1) time and charged with two (2) offenses will make one disclosure, naming each offense in the title.

*all incidents must be disclosed regardless of age, outcome, or expungement.



Send Backs

- Certification Officers should check regularly for pending electronic applications with send backs.
 - Some information may require review and approval by the county prior to submission to CAPP.
- All legal questions should be directed to Emily Curry.

emily.curry@k12.wv.us



Advanced Salary

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

Please contact Ms. Scottie Ford at smford@k12.wv.us for further questions regarding Advanced Salary.



Advanced Salary

- Advanced degrees must be listed on an official transcript as having been awarded.
- All coursework being submitted for an advanced salary level should be listed on the Form 12 application page.



Tuition Reimbursement

- State tuition reimbursement requirements are listed in Policy 5202, §126-136-23.
- For the *shortage area option*, the county must verify on the Form 36 application that the educator holds a valid WV professional teaching, student support, or administrative Certificate or equivalent, or First Class Permit for full-time employment, and is seeking an additional endorsement in a shortage area as required under WV Code §18A-3-3a.
- Applicants seeking an initial endorsement are ineligible for state tuition reimbursement.



Salary Supplement for Student Support Professionals

- Salary supplement and also fee reimbursement requirements for *student support* professionals are listed in Policy 5202, §126-136-24.
- Please be reminded that, unlike the salary supplement and fee reimbursement allowance for teachers, the Form 43 *initial* salary supplement applications and the Form 33 fee reimbursement applications for *student support* professionals are accepted only from January 1 through September 15, and then are *batch-processed at the end of the year*.
- The Form 44 student support salary supplement *renewal* application, however, can be submitted at any time during the year.



One Note Notebook

- The One Note Notebook for Certification Officers and Coordinators is active and available for use. If your Certification Officer is new and does not have access, please contact the Office of Certification and Professional Preparation to have it shared with them.



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.

Q & A

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*Thank
you*