



West Virginia DEPARTMENT OF
EDUCATION

Office of Certification and Professional Preparation

April 24, 2019

Welcome from Executive Director

Dr. Robert Hagerman

CAPP Staff Introduction

Robert Hagerman, Executive Director

Lori Wilson, Assistant Director

Coordinators

Emily Curry

Brad Fittro

Scottie Ford

Christina Haymaker

Robert Mellace

Julie Morris

Kelly Mordecki

Jodi Oliveto

Support/Program Staff

Mona Bowe

Sherri Hudnall

Cheryl Nichols

Today's Agenda

- West Virginia Board of Education (WVBE) Policy Updates
- Application Form Updates
- TeachWV Update

Robert Hagerman



CertCheck

All county office personnel dealing with processing of certification or needing access to individual's certification need to have access to CertCheck.

Many reports available

If you do not have access, you need to complete the Certification Status Lookup Log-On Request by clicking on the following link:

<https://wveis.k12.wv.us/certcheck/login.cfm>

Fingerprint/Background



WVBE Policy 5202

Brad Fittro



Policy 5202 Updates

Effective April 15, 2019

- **§126-136-10. Licenses for Professional Educators.**

- Language is included to clarify that one year of experience must be obtained in a West Virginia school system in order to convert a professional teaching certification and student support certificate to a five year or permanent certificate.
- Exemptions of the PLT Praxis were clarified that allows colleges/universities to also use an approved teacher performance assessment instead of the PLT.
- A Professional Business Official Certificate was added for School Business Officials and Professional Accountants.
- Allow e-LEARNING Certificates of Completion for the areas of CTE just like the Professional Teaching Certificates in relation to flexibility in cost savings, rather than pay to have the applicant pay for the credit hours at an institution of higher education when the WVDE is offering the coursework.

Policy 5202 Updates (Continued)

- **§126-136-11. Permits Issued to Professional Educators**
 - Changed the requirements for a TSS to receive a Permanent TSS Authorization once all requirements have been met and the individual may not have to wait for three years. However, individual must be employed.
- **§126-136-12. Early Childhood Classroom Assistant Teacher Authorization and Paraprofessional Certification**
 - An applicant who holds a valid Child Development Associate Certificate (CDA), will now meet nine of the thirty-six hour required for a Permanent Paraprofessional Certificate.

Policy 5202 Updates (Continued)

- **§126-136-16. Out-of-State Applicants**
 - Removed the error in policy that allowed out-of-state applicants graduating from an out-of-state institution the ability to obtain a Temporary Teaching Certificate while they are waiting to complete/pass the PRAXIS Exams.
- **§126-136-18. Appropriate Assignments According to License**
 - Clarified language that coaches cannot be hired on good faith on the anticipation that he/she is eligible for a certificate.
- **§126-136-21. Additional Endorsement(s) for Existing License**
 - Clarified language that an individual on a Provisional Certificate cannot add endorsements based on taking a PRAXIS Exam.

Policy 5202 Updates (Continued)

- An authorization was added for the Computer Science.
- An endorsement option was added for Chinese after completion of an eligible program.
- **§126-136-22. Salary Classifications for Educators**
 - Language was amended to ensure that the WVDE is the approval authority for all coursework related to vocational salary classifications, rather than the CTE preparation program provider.
- **§126-136-24. Advanced Credentials**
 - Removed Advanced Credentials that are no longer offered by the WVDE.

Application Form Updates

Form 4 Renewal On-Line Application

- Please review the applications and ensure that the correct option for the type of licensure the applicant selected is correct.
 - If you discover the applicant is eligible for a Conversion to a Five-Year or a Permanent Certificate, please REJECT/DENY the application so the applicant can make a new one selecting the correct option.
 - If the applicant is submitting an initial Five-Year Conversion or for a Permanent Certificate, please make sure the experience is listed and verified for all educational experience your county is giving the applicant credit.
 - Please review the application and make sure the most current transcript with the coursework for this application is on file at our office and upload the transcript as you are approving the application.

Form 4 On-Line Application (Continued)

- Those who hold a Professional Certificate (a Certification 21 or 22) **must complete** the on-line Form 4.
- The Provisional Teaching Certificate is issued to individuals that are currently working in the Alternative Certification Program or through the certificate of eligibility option.
- Please advise the applicants they cannot pay for the application until after you have approved the application. They cannot go through the certpayment system and make a payment before your approval.

WVBE Policy 5901

Robert Mellace

WVBE Policy 5901 Updates

Effective December 17, 2018

- Clarifies that the county board of education must certify that the academic major or occupational qualifications of a candidate are, “the same as or similar to” the subject matter.
- A requirement that all AC programs must, “provide evidence of the candidate’s successful completion of a valid and reliable performance assessment instrument that demonstrates and measures the proficiencies in the professional roles and in the programmatic levels for which candidates are preparing and be consistent with relevant national and West Virginia content and professional standards” for candidates enrolled after July 1, 2019.

WVBE Policy 5901 Reminders

- Employment must only be offered in a shortage area after the vacancy has been posted twice for a period of a total of at least 10 days with no certified applicants.
- Only request endorsements listed within the state approved AC program's, "program overview".
- Before submitting an application for enrollment, the school district must be certain that the applicant holds a valid Alternative Teaching Certificate.
- When individuals enrolled in the approved AC program leave or complete the program, form 25C must be submitted to CAPP.

Jodi Oliveto



Certification Notebook (OneNote)

- The Certification OneNote Notebook has been recently updated to include new policy sections and revised Form Names so that you know exactly the type of application to advise an applicant to make.
- The Notebook is updated periodically as changes are made.
- If you do not have access to the OneNote, please notify Jodi Oliveto at joliveto@k12.wv.us and request access.

Administrative Certificates

- **Professional Provisional Administrative Licensure**

- This certificate is a **professional certificate**:
 - Valid for five (5) years and can be renewed
 - Can be used for reciprocity
 - Can be used for employment and should be viewed as such
 - Upon employment as an administrator, candidates may complete observations on professional faculty and staff but may not complete end of the year evaluations until they have completed the in-person ELI and applied for and obtained the Initial Administrative Certificate
- Applicants who have completed an educational leadership program that leads to licensure with the following requirements:
 - Praxis 5412
 - Transcripts that reflect a completed program
 - **Online Evaluation Leadership Institute (ELI)**
 - Recommendation from the college/university for licensure

Professional Initial Administrative Certificate

- **Professional Initial Administrative Licensure**

- This certificate is a **professional certificate**:
 - Valid for five (5) years and can be renewed
 - Can be used for reciprocity
 - Within ninety (90) days of employment as an administrator candidates **MUST** complete the In-Person ELI and apply for the Initial Administrative Certificate. Once they hold the Initial Administrative Certificate, end of the year evaluations may be completed
- Applicants who have completed an educational leadership program that leads to licensure with the following requirements:
 - **Employed as an administrator**
 - Holds a valid Professional Provisional Administrative Certificate **OR**
 - Praxis 5412
 - Transcripts that reflect a completed program
 - **In-Person Evaluation Leadership Institute (ELI)**
 - Recommendation from the college/university for licensure

Administrative Certificate: Spring Graduates

- Had to apply with the paper Form 19 AND pay prior to **11:59pm April 14, 2019** to be accepted under the 'old' Policy 5202
- Applicants took **paper applications** to their institutions for upload
- All requirements must be submitted to the Office of Certification and Professional Preparation by **June 30, 2019** to be issued an Initial Administrative Certificate
- Once all requirements have been submitted, the paper Form 19 will be sent to the counties for **superintendent signature** and upload for processing.
- These graduates will be the last ones that will issued an Initial Administrative Certificate without being hired as an administrator.

Teacher in Residency (TIR)

Continue to utilize this option for shortage areas when possible.

Scottie Ford



Tuition Reimbursement

Reminder

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

Tuition Reimbursement

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


Advanced Salary

For a master's degree (M.A. advanced salary level), 80% of the coursework (24 of the 30 minimum graduate degree hours) must be related to the public school program as defined in 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 available for a professional certificate are allowable for the M.A. advanced salary level.

Christina Haymaker



Authorizations Form 38



**West Virginia DEPARTMENT OF
EDUCATION**

RET20190415

Form 38 — Authorizations and Professional Business Official Certificate

Social Security Number: _____

Last Name: _____ First Name: _____ MI: _____

Employer

Check the appropriate box to select the requested authorizations or certificate. Identify if the request is for an Original Temporary Authorization, the Renewal of a Temporary Authorization in an endorsement area previously granted or obtaining a Permanent Authorization in an eligible area. If applying for a Professional Business Official Certificate, mark the appropriate selection for original (initial) or renewal. The appropriate in-service trainings/hours and other requirements for the endorsement indicated will be verified by the WVDE before issuance of the authorization or certificate. Submit transcripts and all required documents for the selected endorsement to the WVDE with this application. Refer to WVBE Policy 5202 section 10.9 for the Professional Business Official Certificate and section 11.9 for Authorization requirements.

Check Here	Authorizations	Original	Renewal	Permanent	Indicate School Year
<input type="checkbox"/>	Alternative Education				
<input type="checkbox"/>	CTE—Health Care Fundamentals				
<input type="checkbox"/>	Chief School Business Official				
<input type="checkbox"/>	Cultural Enrichment				
<input type="checkbox"/>	Jobs for WV Graduates				
<input type="checkbox"/>	Junior ROTC				
<input type="checkbox"/>	Licensed Psychologist for Test Administration				
<input type="checkbox"/>	Technology Integration Specialist				
<input type="checkbox"/>	Professional Accountant				
<input type="checkbox"/>	Reading for Grades Seven and Eight				
<input type="checkbox"/>	School Nurse				
<input type="checkbox"/>	School Nutrition Director				
<input type="checkbox"/>	Speech Assistant				
<input type="checkbox"/>	Technology System Specialist				
<input type="checkbox"/> CFO	<input type="checkbox"/> Accountant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Professional Business Official Certificate

Applicants must hold a valid professional teaching certificate for the following authorizations:

- Alternative Education
- Option Pathways
- Cultural Enrichment
- Reading for Grades Seven and Eight
- Technology Integration Specialist



Please be sure to indicate the requested school year.

Additional Questions/Concerns

- Form 41
- Form 38
- Form 30
- Waivers

Julie Morris



Form 40- Paraprofessional Application

New information has been added to clarify the requirements met by the ACDS and CDA certificates.

REV 20190415 Form 40—Paraprofessional Certificate (County employment required)																																																																	
Social Security Number: _____																																																																	
Last Name: _____						First Name: _____				MI: _____																																																							
Verification of Education						State Competency Exam																																																											
The applicant holds the minimum of a high school diploma or GED. <input type="checkbox"/> YES Verification attached						The applicant has taken and passed the current state competency exam for aides developed pursuant to W. Va Code §18A-4-8e and have satisfied this requirement. <input type="checkbox"/> YES Verification attached DATE: _____																																																											
Basic Skills (3 Semester Hours in Each or Equivalent Training)						General Studies (6 Semester Hours Required in Any Combination)																																																											
<table border="1"> <thead> <tr> <th colspan="5">Courses Claimed</th> <th>Praxis I— CORE</th> </tr> <tr> <th>Dept.</th> <th>Course Name</th> <th>Date</th> <th>Score</th> <th>Date Completed</th> <th></th> </tr> </thead> <tbody> <tr> <td>Reading</td> <td></td> <td></td> <td></td> <td></td> <td>Humanities OR</td> </tr> <tr> <td>Writing</td> <td></td> <td></td> <td></td> <td></td> <td>Fine Arts OR</td> </tr> <tr> <td>Math</td> <td></td> <td></td> <td></td> <td></td> <td>Science OR</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Social Studies</td> </tr> </tbody> </table>						Courses Claimed					Praxis I— CORE	Dept.	Course Name	Date	Score	Date Completed		Reading					Humanities OR	Writing					Fine Arts OR	Math					Science OR						Social Studies	<table border="1"> <thead> <tr> <th colspan="3">Courses Claimed</th> </tr> <tr> <th>Dept.</th> <th>Course Name</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Courses Claimed			Dept.	Course Name	Date												
Courses Claimed					Praxis I— CORE																																																												
Dept.	Course Name	Date	Score	Date Completed																																																													
Reading					Humanities OR																																																												
Writing					Fine Arts OR																																																												
Math					Science OR																																																												
					Social Studies																																																												
Courses Claimed																																																																	
Dept.	Course Name	Date																																																															
Required Courses (3 Semester Hours in Each or Classroom Experience)																																																																	
<table border="1"> <thead> <tr> <th colspan="3">Courses Claimed</th> </tr> <tr> <th>Dept.</th> <th>Course Name</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Classroom Management</td> <td></td> <td></td> </tr> <tr> <td>Special Education*</td> <td></td> <td></td> </tr> <tr> <td>Computer Literacy</td> <td></td> <td></td> </tr> <tr> <td>Human Growth & Dev. or Psychology</td> <td></td> <td></td> </tr> <tr> <td>Elective</td> <td></td> <td></td> </tr> <tr> <td>Elective</td> <td></td> <td></td> </tr> <tr> <td>Elective</td> <td></td> <td></td> </tr> </tbody> </table>						Courses Claimed			Dept.	Course Name	Date	Classroom Management			Special Education*			Computer Literacy			Human Growth & Dev. or Psychology			Elective			Elective			Elective			<table border="1"> <thead> <tr> <th colspan="2">Classroom Experience</th> </tr> <tr> <th>Year</th> <th>Specific Assignment</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>						Classroom Experience		Year	Specific Assignment																							
Courses Claimed																																																																	
Dept.	Course Name	Date																																																															
Classroom Management																																																																	
Special Education*																																																																	
Computer Literacy																																																																	
Human Growth & Dev. or Psychology																																																																	
Elective																																																																	
Elective																																																																	
Elective																																																																	
Classroom Experience																																																																	
Year	Specific Assignment																																																																
						* If two years of classroom experience is being used in lieu of coursework for the Special Education requirement, it is also required to document ten (10) clock hours of in-service training directly related to special education.																																																											
The CDA certificate satisfies the following: Reading, Classroom Management, Special Needs, Human Growth and Development, and 3 semester hours of electives.																																																																	
The ACDS certificate issued by the U.S. Department of Labor after Fall 2002 satisfies the following: Reading, General Studies, Classroom Management, Special Needs, Human Growth and development, and 3 semester hours of electives.																																																																	
A valid out-of-state Professional Teaching Certificate or a valid or expired West Virginia Professional Teaching Certificate satisfies all coursework requirements.																																																																	
Superintendent Signature _____																																																																	
<p>Information listed on this application must be supported by official documentation such as official seal-bearing transcripts, score reports, certificates of completion, or any other sources of verification. Failure to produce such documentation may result in the formal denial of this application.</p> <p>Applicant Information Page must be attached.</p>																																																																	



Form 50- Community Programs

New information has been added for clarification of requirements met by the ACDS and CDA certificates.



West Virginia DEPARTMENT OF
EDUCATION
REV 20190415

Social Security Number: _____

Last Name: _____ First Name: _____ MI: _____

Form 50—Community Program Authorization

Information listed on this application must be supported by official documentation such as official seal-bearing college or university transcripts.

Verification of Employment

NOTE: A completed and signed Applicant Information Page must be attached.

Applicant is currently employed through a Pre-School Partnership: YES ☐ NO ☐

Employment assignment date: _____

Community Program Partner _____ County Public School System Partner _____

Applicant has a minimum of one year in Early Education Teaching experience: YES ☐ NO ☐

Email address for Community Program Director: _____

Check one:

☐ **Permanent Authorization**—All certification requirements are met (college/university degree, all specialized coursework, work experience, and current employment)

☐ **Temporary Authorization**—Some certification requirements are met (college/university degree, some specialized coursework and/or professional development, and current employment)

☐ **Renewal of the Temporary Authorization**—Initial Authorization awarded previously and a successful completion of two specialized trainings (after the effective date of the most recently awarded au-

Verification of Required College/University Degree

Check one or more:

☐ Bachelor's Degree: Area of Specialization _____ ☐ Master's Degree or Higher: Area of Specialization _____

(Renewal ONLY) Commitment for Completing Required College Coursework and/or Professional Development for Specialized Training

I understand that I am responsible for meeting any remaining requirements to renew the Temporary Authorization for Community Programs until all requirements listed below are met for the issuance of a Permanent Authorization for Community Programs.

	Semester Coursework (Official Transcript Required)		Specialized Training
	Course name	Term Date	
1. Preschool Special Education			A valid West Virginia Professional Teaching Certificate endorsed for Pre-Kindergarten satisfies all coursework requirements. The ACDS certificate issued by the U.S. Department of Labor after Fall 2002, or the CDA certificate, satisfies the following: Special Needs, Child Development, Early Language and Literacy.
2. Child Development			
3. Pre-School Curriculum			
4. Early Language and Literacy			
5. Assessment of Young Children			
6. Family & Community Involvement			

Signature of County Superintendent OR Director of Community Pre-School Program _____

Date _____

Signature of Applicant _____

Date _____



West Virginia DEPARTMENT OF
EDUCATION

Form 60- Paraprofessional Interpreter

New information has been added for clarification of requirements met by the ACDS or CDA certificates.

Reminder- When using 2 years of classroom experience in lieu of the classroom management course, a letter with dates of employment must be signed and submitted. When using the 2 years of experience for special education course requirements, at least 10 clock hours in special education training must be verified.

Form 60—Paraprofessional Certificate-Educational Interpreter (County employment required)									
Social Security Number: _____									
Last Name: _____				First Name: _____				MI: _____	
REV 20190415 Certification Request									
<small>Check one:</small> <input type="checkbox"/> Permanent Certificate — All certification requirements are met (hold national certification/minimum 3.5 EIPA performance score, all academic requirements are met, and passing EIPA-Written Test score) <input type="checkbox"/> Initial Certificate — All certification requirements are NOT met (must hold national certification or minimum 3.0 EIPA performance score, and completed coursework) - may be renewed Two (2) times <input type="checkbox"/> Renewal Certificate — Initial Certificate awarded previously and successful completion of 15 clock hours of WVDE approved professional development activities									
Verification of Education					National Certification				
The applicant holds the minimum of a high school diploma or GED. <input type="checkbox"/> YES Verification attached					<input type="checkbox"/> EIPA-Performance Score (circle one) 3.5 3.0 Not taken <input type="checkbox"/> EIPA-Written <input type="checkbox"/> NAD Level IV <input type="checkbox"/> NIC <input type="checkbox"/> VQAS				
State Competency Exam									
The applicant has taken and passed the current state competency exam for aides developed pursuant to W. Va Code §18A-4-9e and have satisfied this requirement. <input type="checkbox"/> YES Verification attached DATE: _____									
Basic Skills (3 Semester Hours in Each or Equivalent Training)					General Studies (6 Semester Hours Required in Any Combination)				
	Courses Claimed			Praxis I— CORE			Courses Claimed		
	Dept.	Course Name	Date	Score	Date Completed		Dept.	Course Name	Date
Reading								Humanities OR	
Writing								Fine Arts OR	
								Science OR	
Math								Social Studies	
Required Courses (3 Semester Hours in Each or Classroom Experience)									
	Courses Claimed			Classroom Experience			<small>* If two years of classroom experience is being used in lieu of coursework for the Special Education requirement, it is also required to document ten (10) clock hours of in-service training directly related to special education.</small>		
	Dept.	Course Name	Date						
Classroom Management				Year	Specific Assignment				
Special Education*									
Computer Literacy									
Human Growth & Dev. or Psychology							The ACDS certificate issued by the U.S. Department of Labor after Fall 2002 satisfies the following: Reading, General Studies, Classroom Management, Special Needs, Human Growth and Development, and 3 semester hours of electives. The CDA certificate satisfies the following: Reading, Classroom Management, Special Needs, Human Growth and Development, and 3 semester hours of electives.		
Elective									
Elective									
Elective									
Information listed on this application must be supported by official documentation such as official seal-bearing transcripts, score reports, certificates of completion, or any other sources of verification. Failure to produce such documentation may result in the formal denial of this application. Applicant Information Page must be attached.									



Form V14- CTE Salary Classification

Reminders:

- The required 18 credits to finish the CTE program do not count toward salary increases.
- CTE salary increases do not necessarily coincide with the awarding of a degree.
- In order to receive credit for all coursework, please have the applicant fill out all courses to be reviewed. (More than one form may be sent.)

[illegible]

Online Application Update

Form 39

- 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 and they need to go back into the system and select RENEW beside the credential.
- The online form requires a yearly date- “Employment Begin Date.” This does not need to be the date of first hire.

Kelly Mordecki



SUBSTITUTE PERMITS

- For initial substitute teacher applications, be sure to list the date the substitute teacher training was completed on the form 2S or 2L, and include transcripts.
- For initial 2Ls, be sure to indicate which endorsements you are requesting. A list of current endorsements can be found in Appendix A of Policy 5202
- For substitute renewals, applicants must complete either (a) 12 hours of your own county level training which covers areas listed in Policy 5202, or (b) complete the eLearning Substitute teacher RENEWAL course (*this is the ONLY eLearning course they may use for renewal*), or (c) have a valid teaching certificate.
- Nursing substitutes must complete “nursing” substitute training; they cannot use the eLearning regular teacher training. If getting both a nursing substitute permit and a regular substitute permit, they must complete both trainings.

Alternative Certification Program Reporting for Federal Title II - 2017-2018

- All counties **who use the Alternative Certification route to licensure** for teachers must complete the yearly Federal Title II reporting.
- **District certification for the 2017-2018 school year must be completed by April 30, 2019.** *Failure to report and certify district AC data could result in a substantial monetary penalty assessed to the district by the Federal Title II Office.*
- At this time, each participating county must sign on at <https://title2.ed.gov/Public/Home.aspx> and review and certify your 2017-2018 AC data. Each applicable county has a USER account for both ETS and WESTAT.
 - In January, applicable counties verified their pass-rate data through ETS (via their ETS USER account).
 - ETS then transferred the verified county pass-rate data to WESTAT in mid-April, 2019
 - Currently applicable counties are now signing into their WESTAT account (via WESTAT USER account) to certify all AC data.

Alternative Certification Process

- Steps to initial certification for AC via Form 25:
 - Job must be posted twice and/or for 10 days FIRST. If no qualified applicant applies, the district may consider other individuals who ALREADY meet the AC program requirements.
 -
 - Before submitting Form 25 for consideration, FIRST, please verify that the candidate currently meets all AC criteria (i.e. passed all Praxis exams, GPA, degree in or related (GenEd), previous postings, etc.) Then, submit Form 25 with FUTURE date of employment and FUTURE enrollment in the Program. ***Note: The candidate may NOT be placed in the classroom or enrolled in the AC Program until they are first approved for an AC Certificate.***
- Be sure to submit transcripts (2.5 or above), basic skills (and content scores if GenEd), job postings with endorsement matching requested endorsement on Form 25. Form V10 must be submitted (for GenEd) if degree is not in or related to the endorsement. If the applicant qualifies for the basic skills exemption, please submit documentation of which exemption applies (i.e. ACT, SAT, etc.).
- Prior to placement in the classroom, the candidate must complete an initial teacher training which may be provided by the school district.

Alternative Certification Process - continued

- **Provisional Licensure and Provisional Renewals**

- After the AC Candidate completes the AC Program, the candidate will submit a Form 20P and Form 25C, for a Provisional Certificate (along with supporting documentation including passing exam results and coursework transcripts/certificates). **Policy 5202, Section 15.1 to 15.6.**
- Provisional Certificates (Non-transferable) must be renewed yearly and expire June 30 of each year. Form 20PR is the renewal form. They may be renewed twice. **Policy 5202, Section 15.7.**

- **Conversion to an Initial Teaching Certificate**

- Candidates MUST successfully complete a full two years of teaching with a Provisional Certificate BEFORE applying for an Initial Teaching Certificate (Form 20C), and complete the additional coursework. **Policy 5202 Section 15.9.**
- For questions or assistance, please contact Kelly Mordecki or Robert Mellace.

Robert Mellace



Forms V7 and V7R – Career and Technical Education Certificate

- Criteria for an Initial Career and Technical Education Certificate remains the same.
- Application for renewal or a permanent Career and Technical Education Certificate has been removed from the form V7 and placed on form V7R.
- E-Learning courses are now acceptable for the purpose of renewal, but not vocational salary classification advancement
- The application fee for each form is \$35

Form V18 - Adult Permit for EMS and Fire Service Training

Revised to require written verification of passing scores (85% or higher) on required exams on the application:

Initial Emergency Medical Services Certification

- EMS Test Score _____%

Initial Fire Service Certification

- Firefighter 1 Score _____%
- Firefighter II Score _____%
- HazMat Operations Score _____%



New logo, palm cards and handout

Sections:

- Homepage
- Educator Preparation (Information about pathways leading to licensure, financial aid, Troops to Teachers and program approval)
- Job Opportunities
- Professional Growth (Information about state tuition reimbursement, professional teaching standards, E-Learning and NBCT)
- Commission for Professional Teaching Standards



West Virginia is known for majestic landscapes, fantastic outdoor activities, and compelling business opportunities. If you are looking to pursue a career that empowers you to make a positive impact on the lives of children and their communities, look no further. West Virginia educators are well-equipped to nurture and shape the minds of tomorrow as they ensure the success of all students. Review the information below to begin your journey and change lives in the Mountain State!

Career Pathways Leading to a Professional Teaching Certificate

Traditional Educator Preparation Program Pathways

West Virginia is home to a wide variety of colleges and universities which provide outstanding traditional programs for beginning educators. These programs ensure that our teachers are ready to provide students with a world-class education. To get started, visit www.teachwv.com to review a list of state-approved program providers. Contact an approved provider to inquire about their programs which lead to licensure. Participants in state-approved teacher preparation programs must successfully complete required coursework, exams, and a student teaching experience to qualify for a Professional Teaching Certificate.

Licensure for Critical Need and Shortage Areas

In school districts where a shortage of applicants exists for specific vacancies, there may be opportunities for individuals who do not hold a Professional Teaching Certificate to fill areas of critical need. These individuals work to complete a state-approved teacher preparation program while they are employed in the classroom. Those who are interested should contact local school districts to inquire about their needs for teachers and review criteria of the following three options for acquiring a license to teach in an area of shortage on a certificate or permit while enrolled in a traditional or alternative program.

Traditional Programs

First Class Full-Time Permit

The school district must have a qualifying vacancy and make an offer of employment.

Candidate eligibility criteria includes:

- Enrolled in a traditional WVBE-approved educator preparation program with 25% or six semester hours (whichever is greater) completed
- General requirements (ex. U.S. citizenship, good character, age 18, etc.)
- Bachelor's degree
- Minimum 2.5 GPA

Requires an official recommendation from the approved educator preparation program.

Individuals on this permit must annually complete renewal criteria including 6 qualifying semester hours with a minimum 3.0 GPA.

Teacher-in-Residence Permit

The school district must have a WVBE-approved Teacher-in-Residence agreement and a qualifying vacancy. These individuals receive a stipend while teaching.

Candidate eligibility criteria includes:

- Enrolled and near completion of a traditional WVBE-approved educator preparation program leading to licensure
- General requirements (ex. U.S. citizenship, good character, age 18, etc.)
- Minimum 3.0 GPA
- Pass basic skills and content specific Praxis exams

Requires an official recommendation from the approved Teacher-in-Residence program.

Non-Traditional Programs

Alternative Teaching Certificate

The school district must provide a WVBE-approved alternative certification (AC) program, have a qualifying vacancy and make an offer of employment.

Candidate eligibility criteria includes:

- General requirements (ex. U.S. citizenship, good character, age 18, etc.)
- Bachelor's degree
- Minimum 2.5 GPA
- Pass basic skills Praxis exams

Additional criteria for general education endorsements includes:

- An academic degree major OR occupational qualifications, related to the vacancy's required endorsement(s)
- Pass content specific Praxis exams

Only those acquiring an Alternative Teaching Certificate may enroll into an AC program. Upon program completion, these individuals must meet requirements for the Provisional Teaching Certificate before advancing to a Professional Teaching Certificate.

Career Pathways Leading to a Career and Technical Education (CTE) Certificate

The West Virginia University Institute of Technology (WVUIT)

West Virginia's state-approved CTE educator preparation program provider is WVUIT. Individuals who would like to acquire a CTE Certificate must have completed the program and meet criteria identified within WVBE Policy 5202 and the CTE Endorsements and Testing Manual found in the certification section of www.teachwv.com, including the following:

- General requirements (ex. U.S. citizenship, good character, age 18, etc.)
- Pass identified basic skills and NOCTI (performance and written) exams
- Meet the identified education level (ex. high school diploma, GED, etc.)
- Hold identified industry credentials for the endorsement
- Meet identified wage-earning experience requirements

Individuals who possess a valid WV Professional Teaching Certificate are not required to complete the state-approved CTE program or pass an additional basic skills exam.

First Class Full-Time Permit

A majority of CTE vacancies are initially filled by individuals who have applied without a CTE Certificate. These individuals come directly from industry and are either enrolled or committed to enroll into the state's approved CTE teacher preparation program at WVUIT. A First Class Full-Time CTE Permit allows individuals to teach full-time as they are working to complete the approved CTE program. When a qualifying vacancy exists, individuals must meet criteria identified within WVBE Policy 5202 and the CTE Endorsements and Testing Manual found in the certification section of www.teachwv.com to acquire a First Class Full-Time CTE Permit, including the following:

- General requirements (ex. U.S. citizenship, good character, age 18, etc.)
- Pass identified basic skills exams
- Meet the identified education level (ex. high school diploma, GED, etc.)
- Hold identified industry credentials for the endorsement
- Meet identified wage-earning experience requirements

Begin Your Career in Education as a Substitute Teacher

Substitute Permit

Contact school districts to inquire about substitute teaching employment opportunities and review the state-minimum eligibility criteria for the Substitute Teaching Permit which includes the following:

The school district has substitute teaching vacancies not filled by individuals who hold a Professional Teaching Certificate.

- Age 18; good character; physically, mentally, and emotionally qualified
- Bachelor's degree
- Minimum 2.0 GPA

Candidates must complete initial substitute teacher training OR have successfully completed a clinical experience (student teaching) within one year prior to application.

Substitute Permit for Areas of CTE

Contact school districts to inquire about substitute teaching employment opportunities in areas of CTE and review the state-minimum eligibility criteria for the Substitute CTE Permit which includes the following:

- Age 18; good character; physically, mentally, and emotionally qualified
- Meet the identified education level (ex. high school diploma, GED, etc.)
- Hold identified industry credentials for the endorsement
- Meet identified wage-earning experience requirements

Candidates must complete initial substitute teacher training.



Licensure issued by the Office of Certification and Professional Preparation requires applicants to complete State and Federal Bureau of Investigation criminal background checks. This document provides licensure summaries and does not supersede WVBE policy or State Code requirements. Complete licensure requirements are subject to change and may be identified in WVBE policy 5202 at <http://wvde.state.wv.us/policies/>.

Date of Publication: May 1, 2019

Looking for job opportunities
in West Virginia?
Think education!



Scan here
for teaching opportunities
in the Mountain State



West Virginia DEPARTMENT OF
EDUCATION

Common Ground Partnership

<https://wvde.us/commonground/>



- Focused on increasing the capacity of schools to ensure the success of all students.
- Provides schools and school districts with the ability to request guest speaker visits from military service organizations online.
Topics include:
 - Promoting literacy,
 - Substance abuse prevention,
 - Anti-bullying,
 - Drop-out prevention and career exploration
- Provides resources for schools in support of military families
- Partners include the Governor's Office; WVBE; WVDE; Active, Reserve and National Guard based military organizations; the West Virginia Veterans Council; West Virginia Civil Air Patrol; West Virginia Congress of Parents and Teachers, Inc. (WVPTA); and Prevent Suicide WV.

Q & A

This presentation will be posted in the resources section of our website at <http://wvde.state.wv.us/certification/>.

West Virginia Department of Education
Office of Certification and Professional Preparation
(CAPP)