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
§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)

  - 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.

  - 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.
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.
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
New information has been added to clarify the requirements met by the ACDS and CDA certificates.
Form 50- Community Programs

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

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 □

Community Program Partner □ County Public School System Partner □

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

Employment assignment date: ________

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 provisionally and a successful completion of two specialized trainings (after the effective date of the most recently awarded authorization)

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 | Date
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<tbody>
<tr>
<td>1 Preschool Special Education</td>
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<td>2 Child Development</td>
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<td>3 Pre-School Curriculum</td>
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<tr>
<td>4 Early Language and Literacy</td>
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<tr>
<td>5 Assessment of Young Children</td>
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<tr>
<td>6 Family &amp; Community Involvement</td>
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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.

Signature of County Superintendent OR Director of Community Pre-School Program ________ Date ________

Signature of Applicant ________ Date ________
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.
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.)
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](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.

**Licenses 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 WVEA-approved educator preparation program with 90% or 90 percent hours or more 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 36 qualifying semester hours with a minimum 3.0 GPA.

- **Teacher-in-Residence Permit**
  - The school district must have a WVEA-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 WVEA-approved educator preparation program leading to licensure,
    - General requirements (ex. U.S. citizenship, good character, age 18, etc.),
    - Bachelor’s degree,
    - 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 WVEA-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 include:
    - An academic degree major or occupational qualification related to the vacancys required endorsements,
    - 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 Professional Teaching Certificate before advancing to a Professional Teaching Certificate.

- **First Class Full-Time Permit**
  - A majority of CTE vacancies are 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-approved CTE teacher preparation program at WVU. 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 WVEA policy 5091 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 basic skills exams
    - Meet the identification 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 Teacher Permit which includes the following:
    - Age 18, good character, physically, mentally, and emotionally qualified
    - Bachelor’s degree
    - Minimum 20 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.

Licenses 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 license summaries and does not supersede WVEA policy or State Code requirements. Complete licensure requirements are subject to change and may be identified in WVEA policy 5090 and the West Virginia Code website.
Looking for job opportunities in West Virginia? Think education!

teachwv.com
Changing Lives in the Mountain State

Scan here for teaching opportunities in the Mountain State
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)