



### Guidance from the Office of Certification & Professional Preparation

If you are a West Virginia educator with a valid Professional Teaching Certificate, it is important to review WVBE Policy 5202 renewal criteria in advance of the certificate's expiration, as found at <http://wvde.state.wv.us/policies/>.

After reviewing this summarized information, visit the certification section of

[www.teachwv.com](http://www.teachwv.com)

and submit application Form 4 with all required supporting documents.

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To renew a Professional Teaching Certificate, after January 1 of the year in which the license expires, applicants must submit evidence for one of the following three options:

#### Option 1 - Qualifying Coursework

- » **Three-Year Validity Option:** Six semester hours of appropriate college/university coursework reflecting a 3.0 GPA or WVDE eligible e-Learning coursework related to the public school program. The coursework must have been completed subsequent to the issuance of the certificate being renewed and within the five-year period immediately preceding the date of application. The coursework must either be: 1. Related to the public school program, 2. The applicant's current endorsement area(s), 3. Needed to qualify for an additional endorsement, 4. Relevant to a Master's Degree in a curriculum related to the public school program, or 5. Credit prescribed by the county as a result of the teacher's evaluation.
- » **One-Year Validity Option:** Three semester hours of appropriate college/university coursework or one eLearning course meeting the same criteria as mentioned for the three-year validity option.

#### Option 2 - Qualifying Degree and Professional Salary Classification

- » Hold a minimum of an MA+30 salary classification based on the awarding of a Master's Degree.

#### Option 3 - Qualifying Age

- » Sixty years of age and present a copy of your birth certificate or official government issued documentation.

All three options require an official recommendation by the employing county Superintendent, most recent education supervisor, current employer or community leader, as appropriate (detailed in WVBE Policy 5202).



### Professional Five-Year Teaching Certificate

To acquire a Professional Five-Year Teaching Certificate, applicants must meet a combination of renewal requirements for the Professional Teaching Certificate (including one of the three options for renewal and the appropriate recommendation) and submit evidence of meeting one of the following three options:

- » **Option 1** - Successful completion of a Beginning Educator Internship/Induction for classroom teachers with two years of teaching experience (one year must have been completed in West Virginia);
- » **Option 2** - Completed five years of teaching experience while holding a valid Professional Teaching Certificate in another state; or
- » **Option 3** - Initially licensed in West Virginia prior to January 1, 1992.

### Permanent Professional Teaching Certificate

To acquire a Permanent Professional Teaching Certificate, applicants must submit evidence for one of the following three options:

- » **Option 1 (Bachelor's Degree)** - Holds a valid Professional Five-Year Teaching Certificate for 10 years and applies for a Permanent Certificate upon meeting criteria for renewing the Professional Teaching Certificate a second time (beyond 10 years of validity).
- » **Option 2 (Master's Degree)** - Holds or is eligible for the Professional Five-Year Teaching Certificate, holds a Master's Degree that is related to the public school program, has completed five years of educational experience including two within the specialization(s) for which the permanent certificate is requested and one year must have been completed in a West Virginia school system.
- » **Option 3 (Out-of-State)** - Holds an equivalent valid out-of-state certificate that reflects permanent status by the issuing state and has completed a minimum of five years of teaching experience in the endorsement area(s) listed on the license in a public school setting as verified by the appropriate licensing agency or system.

All three options require an official recommendation by the employing county Superintendent, most recent education supervisor, current employer or community leader, as appropriate (detailed in WVBE Policy 5202).

