WEST VIRGINIA SECRETARY OF STATE

NATALIE E. TENNANT

ADMINISTRATIVE LAW DIVISION

eFILED

6/9/2016 1:42:43 PM

OFFICE OF
WEST VIRGINIA SECRETARY OF STATE

FORM 5 -- NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE OR A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW

AGENCY **Education**

RULE TYPE **Legislative Exempt** AMENDMENT TO EXISTING RULE **Yes** TITLE-SERIES **126-136**

RULE NAME **Minimum Requirements for the Licensure of Professional/Paraprofessional Personnel and Advanced Salary Classifications (5202)**

CITE AUTHORITY **W. Va. Code §§29A-3B-1, et seq.; W. Va. Board of Education v. Hechler, 180 W. Va. 451; 376 S.E.2d 839 (1988)**

RULE IS LEGISLATIVE EXEMPT

Yes

CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

W. Va. Code §§29A-3B-1, et seq.; W. Va. Board of Education v. Hechler, 180 W. Va. 451; 376 S.E.2d 839 (1988)

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE EFFECTIVE DATE OF THIS RULE IS

Monday, July 11, 2016

BY CHOOSING 'YES', I ATTEST THAT THE PREVIOUS STATEMENTS ARE TRUE AND CORRECT.

Yes

Jill M Newman -- By my signature, I certify that I am the person authorized to file legislative rules, in accordance with West Virginia Code §29A-3-11 and §39A-3-2.

Title-Series: 126-136 Rule Id: 10108 Document: 27578

126CSR136

TITLE 126
LEGISLATIVE RULE
BOARD OF EDUCATION

SERIES 136

MINIMUM REQUIREMENTS FOR THE LICENSURE OF PROFESSIONAL/PARAPROFESSIONAL PERSONNEL AND ADVANCED SALARY CLASSIFICATIONS (5202)

§126-136-1. General.

1.1. Scope. - This legislative rule establishes the minimum requirements for the licensure of educational personnel to be employed in the public schools of West Virginia.

1.2. Authority. - West Virginia Constitution, Article XII, Section 2, W. Va. Code §§ 18-1-1, 18-2-5, 18-4-2, 18-8-1, 18-10E-1, 18A-2-9, 18A-2-12, 18A-3-1, 18A-3-1a, 18A-3-2, 18A-3-2a, 18A-3-2b, 18A-3-3, 18A-3-3a, 18A-3-6, 18A-3-7, 18A-3-10, 18A-3A-2d, 18A-3A-3, 18A-4-1, 18A-4-2a, 18A-4-2b, 18A-4-3, 18A-4-4, 18A-4-8e, and 18A-4-20.

1.3. Filing Date. - June 9, 2016.

1.4. Effective Date. - July 11, 2016.

1.5. Repeal of Former Rule. - This legislative rule amends W. Va. 126CSR136, West Virginia Board of Education Policy 5202, "Minimum Requirements for the Licensure of Professional/Paraprofessional Personnel and Advanced Salary Classifications," hereinafter Policy 5202, filed September 11, 2015 and effective October 13, 2015.

§126-136-2. Summary.

2.1. These rules outline the minimum requirements for the various licenses approved by the West Virginia Board of Education, hereinafter WVBE, and issued by the State Superintendent of Schools, hereinafter State Superintendent, to educators and paraprofessionals who wish to work in West Virginia's public schools. They also outline the requirements for educators who wish to qualify for an advanced salary classification. Important terminology is defined, governing principles are identified, and the criteria for issuance of each license and salary classification are established.

§126-136-3. Purpose.

3.1. The primary purpose of licensure is to assure the public that educators, paraprofessionals, and others licensed to work in West Virginia's public schools meet established levels of competence to deliver an appropriate and effective educational program to the state's public school students. Licensure requirements established in this policy provide a means of ensuring that persons employed in West Virginia public schools have the necessary knowledge and skills to meet the responsibilities of their professional assignments in instruction, student support, administration, and any other areas of responsibility for which licensure is required.

3.2. The licensure system defined in these rules supports: 1) the proposition that licensure patterns and specializations should meet the needs of students; and 2) the mobility of qualified educational personnel.

§126-136-4. Definitions.

4.1. A.A. – An associate's degree from an accredited institution of higher education as defined in §125-136-4.5 which has been issued to, or for which the requirements for such have been met by, a person who qualifies for or holds an Authorization for Community Programs.

4.2. A.B. – A bachelor's degree from an accredited institution of higher education as defined in §126-136-4.5, which has been issued to, or for which the requirements for such have been met by, a person who qualifies for or holds a Professional Certificate or its equivalent.

4.3. A.B. plus 15. – A bachelor's degree from an accredited institution of higher education as defined in §126-136-4.5 plus 15 semester hours of approved coursework from an accredited institution of higher education, as defined in §126-136-4.5, approved to offer graduate credit, met by a person who qualifies for or holds a Professional Certificate or its equivalent.

4.4. Academic Major. – At least 21 semester hours of coursework from an accredited institution of higher education as defined in §126-136-4.5 taken in a single content area as identified on the official seal-bearing transcript or verified by the institution of higher education from which the individual received his/her degree. The 21 semester hours of coursework must count toward completion of the degree and shall not include any hours reflecting remedial coursework.

4.5. Accredited Institution of Higher Education. – A college or university accredited: 1) by the official accrediting agency of the state in which the institution is located, and 2) by one of the regional accrediting agencies recognized by the Council for Higher Education Accreditation (CHEA), OR by one of the National Faith-Related Accrediting Organizations recognized by CHEA and the United States Department of Education, OR by the Accrediting Council for Independent Colleges and Schools, to award degrees at a stipulated level, i.e., bachelor's degree, master's degree, and/or doctorate.

4.6. Advanced Credential. – The Advanced Credential is a license awarded to educators upon completion of specific professional development, coursework, and/or testing. For purposes of demonstrating subject matter competence, the Advanced Credential may include, but not be limited to, Certification by the National Board for Professional Teaching Standards, hereinafter NBPTS, in content area and/or a master's degree or doctorate in the content area.

4.7. Advanced Salary Classification. – The upgrading of an educator's salary classification to bachelor's plus 15, master's, master's plus 15, master's plus 30, master's plus 45, or doctorate.

4.8. Ancillary Requirements. – For purposes of implementing the National Association of State Directors of Teaching Education Certification, hereinafter NASDTEC, Interstate Agreement, ancillary requirements include the following: minimum Grade Point Average, hereinafter GPA, standardized testing or assessment, Evaluation Leadership Institute, mentoring, experience and graduation from an accredited institution of higher education, as defined in §126-136-4.5.

4.9. Appeal. – A written request submitted by an individual for an appeal of denial for cause based on the provisions of §126-136-6.2.g. The appellant shall cite, in writing, the basis for the appeal and shall include evidence supplied by the appellant to support her/his contention.

4.10. Approved Career and Technical Education Preparation Program. – An educational program delivered by a regionally accredited institution of higher education, based upon WVDE-adopted Career and Technical Education program objectives and other requirements, and which has the endorsement of the WVBE.

4.11. Approved Program. – An educational preparation program delivered by a regionally accredited institution of higher education, reviewed by the Educator Preparation Program Review Board, as required in §126-114-14, and approved by the WVBE, based upon adopted state standards that include pre-professional skills, content specialization, and professional education component requirements.

4.12. Beginning Educator. – A classroom teacher with less than two years of teaching experience.

4.13. Beginning Educator Internship/Induction. – A comprehensive system of support for classroom teachers designed to assist the educator during the first year or two of employment by providing a mentor, academic coach, or other professional support personnel or programs to guide her/him during the transition to a new job assignment and to promote professional growth. (W. Va. Code §18A-3-2b Beginning teacher internships - repealed/W. Va. Code §18A-3C-3 Comprehensive system for teacher induction and professional growth - effective July 1, 2013).

4.14. Board of Education. – A legally constituted entity including a county board of education, the West Virginia Schools for the Deaf and the Blind, West Virginia Department of Education, hereinafter WVDE, a regional educational service agency, hereinafter RESA, or any non-public school or school system in West Virginia.

4.15. Career and Technical Education B.A. plus 15. – Completion of the coursework for issuance of the Career and Technical Education Certificate plus 15 semester hours of approved coursework from a regionally accredited institution of higher education as defined in §126-136-4.58.

4.16. Career and Technical Education M.A. – Completion of the coursework for issuance of the Career and Technical Education Certificate plus 30 semester hours of approved coursework from a regionally accredited institution of higher education as defined in §126-136-4.58.

4.17. Career and Technical Education M.A. plus 15. – Completion of the coursework for issuance of the Career and Technical Education Certificate plus 45 semester hours of approved coursework from a regionally accredited institution of higher education as defined in §126-136-4.58.

4.18. Career and Technical Education M.A. plus 30. – Completion of the coursework for issuance of the Career and Technical Education Certificate plus 60 semester hours of approved coursework from a regionally accredited institution of higher education as defined in §126-136-4.58. A Career and technical education educator who holds a permanent Career and Technical Education Certificate and a bachelor's degree shall qualify for the M.A. plus 30 salary classification.

4.19. Career and Technical Education M.A. plus 45. – Completion of the coursework for issuance of the Career and Technical Education Certificate plus 75 semester hours of approved coursework from a

regionally accredited institution of higher education as defined in §126-136-4.58. A Career and technical education educator who holds a permanent Career and Technical Education License and has completed a bachelor's degree plus 15 semester hours of graduate credit shall qualify for the M.A. plus 45 salary classification.

4.20. Clinical Experience Permit. – The Permit for Clinical Experiences is a credential issued to an educator (teacher, administrator or student support) candidate who is both enrolled and in good standing as part of a state approved educator preparation program at an accredited institution. The college or university must hold a current agreement with a West Virginia county board of education for the clinical experience placement. Individuals may not have yet obtained a bachelor's degree and are required to obtain this permit prior to beginning a clinical experience in a West Virginia public school. This permit shall not be considered an initial license since eligible individuals have not completed all program requirements for initial licensure. This permit is not required for individuals who hold a valid or expired West Virginia Professional Teaching Certificate, Administrative Certificate or Student Support Certificate. (Refer to §126-136-10.)

4.21. Community Programs. – Community programs are those early childhood education services provided in natural environments for children aged three to five. These include, but are not limited to, public or private child care settings, private preschools and Head Start. Community programs complement those early childhood education services operated directly by county boards of education.

4.22. Concentration. – A Career and Technical Education Concentration is the focused study of knowledge and skills required for specific occupations and is reflective of the specific endorsement recognized on the credential.

4.23. Conversion. – The process of an educator completing requirements to upgrade from one level of certificate to another.

4.24. County Superintendent. – The chief administrative officer of a board of education, as defined in §126-136-4.13.

4.25. Day. – Calendar day.

4.26. Denial for Cause. – A denial based on an applicant's not meeting the criteria for licensure established in the portion of W. Va. Code §18A-3-2a which indicates that a certificate shall not be issued to any person who is not of good moral character and physically, mentally, and emotionally qualified to perform the duties for which the certification would be granted.

4.27. Doctorate. – A doctoral degree from an accredited institution of higher education as defined in §126-136-4.58 approved to offer such degrees, which has been issued to, or for which the requirements have been met by, a person who qualifies for or holds a Professional Certificate or its equivalent.

4.28. Duplicate Credit. – Credit that covers substantially the same content for which the person has received previous credit.

4.29. Early Childhood Classroom Assistant Teacher Temporary Authorization. - A person who does not possess minimum requirements for the permanent authorization requirements, but is enrolled in and pursuing requirements. (Refer to W. Va. Code §18A-4-8.)

4.30. Early Childhood Classroom Assistant Teacher Permanent Authorization. - A person who has completed the minimum requirements for a state-awarded certificate for early childhood classroom assistant teachers that meet or exceed the requirements for a child development associate. Equivalency for the West Virginia Department of Education will be determined as the Child Development Associate (CDA) or the West Virginia Apprenticeship for Child Development Specialists (ACDS). (Refer to W. Va. Code §18A-4-8.)

4.31. Early Childhood Classroom Assistant Teacher Paraprofessional Certificate. - A person who has completed permanent authorization requirements, as well as additional requirements comparable to current paraprofessional certificate. (Refer to W. Va. Code §18A-4-8.)

4.32. Educator or Professional Educator. – Shall mean the same as a teacher as defined in W. Va. Code §18-1-1.

4.33. Endorsement. – The specialization(s) and grade levels appearing on any license which designate the program areas to which the holder can be legally assigned within the public schools of West Virginia.

4.34. Experience. – A professional assignment consistent with the endorsement(s) identified on the educator's license(s).

4.35. Fee. – For purpose of tuition reimbursement only, in accordance with W. Va. Code §18A-3-3a, fee refers to any mandatory cost associated with tuition, as assessed by the college or university, excluding payment for books and supplies.

4.36. Foreign Credential Evaluation. – An official evaluation report of international credentials that provides interpretation of such credentials and determination of the equivalency of educational programs, degrees awarded, and/or grades achieved to international and/or United States standards that demonstrates academic and or professional achievement based on authentic documents and produced by a foreign credential evaluation service recognized by the Association of International Credential Evaluators or the National Association of Credential Evaluation Services. For purposes of Advanced Salary Classification, the report shall include the number of equivalent semester hours completed.

4.37. Graduate Credit. – Graduate level credit earned at an accredited institution of higher education as defined in §126-136-4.58 approved to offer graduate credit.

4.38. Hearing. – The part of a session devoted to the taking of evidence or presentation of argument during the Licensure Appeal Panel's adjudication of an appeal.

4.39. Higher Education Policy Commission (HEPC). – The statewide higher education policy commission as defined in W. Va. Code §18B-1-2(i).

4.40. Initial License. – The first license issued to an individual by the State Superintendent or the WVDE under Policy 5202 or W. Va. Code §126CSR92.

4.41. Institution of Higher Education. – An accredited college or university. (Refer to §126-136-4.5.)

4.42. Instructional Technology. – Commonly called educational technology, instructional technology is a research-based, systemic approach to define, understand, design, utilize, implement, manage and evaluate appropriate educational technology applications, resources and tools aligned to content standards and objectives for 21st century instruction to improve student learning.

4.43. License. – The term used to designate any or all of the documents issued by the licensing agency to empower an individual to perform designated services within the public schools of West Virginia.

4.44. Licensing Agency. – State Superintendent or WVDE.

4.45. Long-Term Substitute. – A licensed educator who temporarily replaces, for more than 30 consecutive instructional days, the person assigned to an educator position.

4.46. Management Level Experience. – Work experience in which an individual's assignment in the organization is designated as a position of authority with responsibility for regulating the relationships between and among people.

4.47. M.A. – A master's degree related to the public schools earned at an accredited institution of higher education as defined in §126-136-4.5 approved to offer graduate work, which has been issued to, or the requirements for which have been met by a person who qualifies for or holds a Professional Certificate or its equivalent.

4.48. M.A. plus 15. – A master's degree related to the public schools earned in an accredited institution of higher education as defined in §126-136-4.5 plus 15 semester hours of approved graduate coursework from an accredited institution of higher education. This classification requires 45 semester hours including a master's degree and shall be recognized only in the Professional Certificate or its equivalent.

4.49. M.A. plus 30. – A master's degree related to the public schools earned in an accredited institution of higher education as defined in §126-136-4.5 plus 30 semester hours of approved graduate coursework from an accredited institution of higher education. This classification requires 60 semester hours including a master's degree and shall be recognized only on the Professional Certificate or its equivalent.

4.50. M.A. plus 45. – A master's degree related to the public schools earned in an accredited institution of higher education as defined in §126-136-4.5 plus 45 semester hours of approved graduate coursework from an accredited institution of higher education. This classification requires 75 semester hours including a master's degree and shall be recognized only on the Professional Certificate or its equivalent.

4.51. Mentor. – An experienced classroom teacher, who is assigned to assist and support the beginning educator during a beginning educator internship/induction (W. Va. Code §18A-3C-3).

4.52. One Year of Experience. – One year of experience for conversion/permanent licensure purposes equals 133 paid days within one school year in an assignment for which the person holds a valid license.

4.53. Performance Assessment. – The process whereby a cooperating public school educator and a higher education faculty member judge a prospective educator's ability to apply basic professional knowledge and skills in an educational setting using an approved instrument that incorporates WVBE-approved professional education standards.

4.54. Prerequisite Experience for Conversion. – An educator's paid professional assignment consistent with the endorsement(s) identified on the educator's Professional Certificate or permissible under these rules.

4.55. Professional Certificate or Its Equivalent. – Individuals may be issued the Professional Teaching Certificate, Professional Student Support Certificate, Professional Administrative Certificate, Career Technical Education Certificate, Temporary Professional Teaching Certificate, Temporary Professional Student Support Certificate, Temporary Professional Administrative Certificate, Temporary Career and Technical Education Certificate, Permit for Non-United-States Citizen, and the Permanent Authorization for School Nurse and/or the Alternative Teaching Certificate in order to work in the public schools of West Virginia.

4.56. Professional Commitment. – A written agreement signed by an educator to pursue certification in the endorsement area(s) in which s/he is employed.

4.57. Quarter Hour Conversion. – One quarter-hour is equivalent to two-thirds of one semester hour.

4.58. Regionally Accredited Institution of Higher Education. – A college or university accredited by: 1) the official accrediting agency of the state in which the institution is located and 2) one of the regional accrediting agencies recognized by the Council for Higher Education Accreditation (CHEA), to award degrees at a stipulated level, i.e., bachelor's degree, master's degree and/or doctoral degree.

4.59. Renewal. – The extension of the license's validity period under conditions set forth in these rules.

4.60. School Year. – July 1 through June 30.

4.61. Semester Hour of College Credit. – The unit of credit used for renewal of any license and/or advanced salary classification.

4.62. Short-Term Substitute. – A licensed educator who temporarily replaces, for 30 or fewer consecutive instructional days, the person assigned to that education position.

4.63. Shortage Area. – An endorsement area identified by the county superintendent as one in which the county does not have fully certified applicants for a position.

4.64. Specialization. – The specific teaching, administrative or student support services assignment in which an individual may function legally within the public schools of West Virginia. (Refer to Appendix A.)

4.65. Superintendent. – The chief administrative officer of a legally constituted entity including a board of education.

4.66. Teacher in Residence Permit. – The Permit for Teachers in Residence is a credential issued to an individual who meets specific requirements of a state approved educator preparation program at an accredited institution that has a current agreement with a West Virginia county board of education for student placement which has been authorized by the WVBE, has completed required testing, and who may not have yet obtained a bachelor degree. This permit shall not be considered an initial license since eligible individuals have not completed all program requirements for initial licensure. (Refer to §126-136-10.)

4.67. Teaching Experience. – Classroom teaching or student support services experience within the specialization(s) and grade levels reflected on the educator's license.

4.68. TASC. - Test Assessing Secondary Completion Exam.

4.69. Validity Period. – The time period for which a license is valid as reflected by the effective and expiration dates.

4.70. Valid Administrative Experience. - Any type of work in which the individual was managing and/or supervising the affairs of an organization including but not limited to: a(n) alternative school or similar type professional experience; or community college, trade-technical college, or other post-secondary professional experience; district-level administrative experience; head start or preschool professional experience; or college of education or state education agency professional experience; or professional experience in academic departments of colleges or universities if there has been sufficient involvement with public school programs and curriculum.

4.71. Valid Out-of-State Certificate. – A license to work as a public school teacher, administrator or Student Support Personnel (as defined in §126-136-10.1.b-10.4.c.9) that has not expired, nor has been surrendered, revoked or is currently suspended.

4.72. West Virginia Career and Technical Education Endorsement and Testing Manual. – A listing of all WVBE-required licensure exams and industry credentials required for educator certification and for completion of West Virginia Board of Education-approved Career and Technical Education programs leading to West Virginia licensure. This Manual is maintained on the WVDE website. When tests, scores, or industry credentials listed in the manual are changed, the validity period for the previously listed test, score, and/or industry credential shall be one year from the effective date of the new test, score, or industry credential. Exception: tests, scores, or industry credentials shall remain valid for twelve months after completion of an approved program for licensure where the applicant was continuously enrolled even if the test, score, or industry credential has changed.

4.73. West Virginia Commission for Professional Teaching Standards, hereinafter WVCPTS. - The official body representative of the educational community that is responsible for 1) reviewing and recommending to the WVBE standards for the licensure of educational personnel; 2) hearing appeals related to licensure; and 3) any other duties related to licensure as assigned by the WVBE.

4.74. West Virginia Licensure Testing Directory. – A listing of all WVBE-required licensure exams for educator certification and for completion of West Virginia Board of Education approved programs

leading to West Virginia licensure. This directory is maintained on the WVDE website. When tests or scores listed in the directory are changed, the validity period for the previously listed test and/or score shall be one year from the effective date of the new test and/or score. Exception: tests and/or scores shall remain valid for twelve months after completion of an approved program for licensure where the applicant was continuously enrolled even if the test and/or score has changed.

4.75. West Virginia Provisional Certificate. – A non-renewable license granted to an individual who currently possesses a West Virginia Statement of Eligibility Certificate who is employed full-time at a West Virginia Public school system issued for three years giving the individual time to meet the requirements to become fully certified in West Virginia.

4.76. West Virginia Statement of Eligibility Certificate. – A certificate given to an individual with an expired out-of-state professional teaching license allowing them to seek employment in a West Virginia public school district in an approved endorsement area. Upon securing employment, the individual will be issued a West Virginia Provisional Certificate provided all requirements have been met.

§126-136.5. Categories of Licenses.

5.1. Professional Certificate. – The Professional Certificate may be issued to an individual who meets prescribed experience and/or academic and professional standards and who has been assessed as competent to assume a role in public education in keeping with the specialization(s) and grade levels designated on this license. A Professional Certificate may be issued in teaching, student support services, or administrative specializations. (Refer to §126-136-10.)

5.2. Alternative Teaching Certificate. – The Alternative Program Teacher Certificate is a teaching certificate issued by the State Superintendent of Schools that authorizes a person to teach while enrolled and participating in a WVBE-approved alternative program for the education of teachers. An alternative program teacher certificate is the same as a professional teaching certificate for the purpose of issuing a continuing contract. The alternative program certificate is issued initially for one year and can be renewed twice for a total of three years.

5.3. Temporary Certificate. – The Temporary Certificate may be issued to an individual who meets prescribed experience and/or academic and professional standards from an out-of-state institution but has not met the testing requirements prescribed for issuance of the Professional Certificate. A Temporary Certificate may be issued in teaching, student support or administrative specializations. The Temporary Certificate is valid for a period of one year and may not be renewed. (Refer to §126-136-10.)

5.4. Career and Technical Education Certificate. – The Career and Technical Education Certificate may be issued to an individual who has acquired prescribed Career and technical education and/or technical skills through specific wage-earning experience and/or WVBE approved equivalent training as identified in the West Virginia Career and Technical Education Endorsement and Testing Manual maintained on the West Virginia Department of Education website and who has been assessed as competent to assume a role in public education in keeping with the specialization(s) and grade levels designated in this license. The Career and Technical Education Certificate is equivalent to the Professional Certificate for salary purposes. (Refer to §126-136-10.)

5.5. Temporary Career and Technical Education Certificate. – The Temporary Career and Technical Education Certificate may be issued to an individual who holds a valid out-of-state Career and Technical

Education certificate but does not hold the required industry recognized credential and/or testing requirements prescribed for issuance of the Career and Technical Education Certificate. (Refer to §126-136-10.) The Temporary Career and Technical Education Certificate may also be issued to an educator who holds a valid West Virginia Professional Teaching Certificate, provided he or she meet the general criteria for the Initial Career and Technical Education certificate as specified in §126-136-10.5.b.1. with the exception of passing scores on the required NOCTI exam(s).

5.6. Permit. – The Permit may be issued to an individual who does not meet the requirements for the Professional or Career and Technical Education Certificate, but who has been determined by the county superintendent to be the most qualified applicant for the position. (Refer to §126-136-11.) The Non-United States Citizen Permit may be issued to a non-United States citizen in accordance with §126-136-17.

5.7. Adult Licenses, Adult Permits and Adult Part-time Permits. – The Adult License may be endorsed for Adult Education (formerly Adult Basic Education). The Adult Permit may be endorsed for Emergency Medical Technician (Public Service Training), or Fire Service Training (Public Service Training) as identified on the West Virginia Department of Education website. The Adult Part-Time Permit may be endorsed for areas identified on the Department of Education website and is only required when instructing adults in an adult part-time program for endorsements identified on the West Virginia Department of Education website.

5.8. Authorization. – The Authorization may be issued to an individual who does not meet criteria for any of the above licenses or who is assigned to a position for which a specialization related to public schools instruction or a public school programs does not exist on the Professional or Career and Technical Education Certificate. A Temporary or Permanent Authorization that requires a Professional Certificate as a prerequisite shall be valid provided the Professional Certificate remains valid. (Refer to §126-136-11.9.)

5.9. Paraprofessional Certificate. – The Paraprofessional Certificate may be issued to an individual who meets prescribed academic or equivalent standards and/or experience to work in a support capacity to assist in the facilitation of instruction and supervision of pupils while under the direction of a professional educator. An educator who holds a valid out of state or a valid or expired WV Professional Certificate and is employed as a paraprofessional does not need to hold a Paraprofessional Certificate. (Refer to §126-136-12.)

5.10. Advanced Credential. – Advanced Credentials are awarded to educators for completing professional development, coursework, and/or testing that exceeds the requirements for a professional certificate. Endorsements identified as Advanced Credentials have unique and specific requirements for the initial issuance and subsequent renewal. Advanced Credentials may be required for employment.

§126-136-6. Legal Basis for Licensure.

6.1. WVBE.

6.1.a. The education of professional educators in the state shall be under the general direction and control of the WVBE. (Refer to W. Va. Code §18A-3-1.)

6.1.b. The WVBE, in consultation with the WVCPTS, shall adopt standards for the education of professional educators in the state and for the awarding of licenses valid in the public schools of this state.

6.2. State Superintendent.

6.2.a. Issuance of Licenses. – In accordance with WVBE rules for the education of professional educators, the State Superintendent may issue licenses valid in this state (W. Va. Code §18A-3-1(i) and §18A-3-2a). A county may employ an applicant for a professional educator's certificate in good faith on the anticipation that he or she is eligible for a certificate. If it is later determined that the applicant was not eligible, the State Superintendent may authorize payment by the county board of education to the teacher for time not exceeding three school months or the date of notification of his or her ineligibility, whichever occurs first. (Refer to W. Va. Code §18A-3-2.)

6.2.b. Revocation and Suspension of Licenses. – The State Superintendent may, after ten days' notice and upon proper evidence, permanently revoke or suspend the certificates of any teacher, including those certificates that have expired, for any of the following causes: Intemperance; untruthfulness; cruelty; immorality; the conviction of a felony or a guilty plea or a plea of no contest to a felony charge; the conviction, guilty plea or plea of no contest to any charge involving sexual misconduct with a minor or a student; or for using fraudulent, unapproved or insufficient credit to obtain the certificates. However, the certificates of a teacher may not be revoked for any matter for which the teacher was disciplined, less than dismissal, by the county board that employs the teacher, nor for which the teacher is meeting or has met an improvement plan determined by the county board, unless it can be proved by clear and convincing evidence that the teacher has committed one of the offenses listed in this subsection and his or her actions render him or her unfit to teach. In order for any conduct of a teacher involving intemperance; cruelty; immorality; or using fraudulent, unapproved or insufficient credit to obtain the certificates to constitute grounds for the permanent revocation, revocation or suspension of the certificates of the teacher, there must be a rational nexus between the conduct of the teacher and the performance of his or her job. The State Superintendent may designate the WVCPTS or members thereof to conduct hearings on permanent revocations, suspensions or certificate denials and make recommendations for action by the State Superintendent. (Refer to W. Va. Code §18A-3-6.) A suspension of the license is a revocation of the same for a fixed period of time.

6.2.c. Recall of Licenses. – If a license has been issued through an error, oversight or misinformation, the State Superintendent shall have the authority to recall the license and make such corrections as will conform to the requirements of law and WVBE rules. (Refer to W. Va. Code §18A-3-6.)

6.2.d. Reinstatement Procedure Following Suspension of Licenses. – A teacher whose certificate has been suspended may apply for reinstatement once conditions for reinstatement imposed by the State Superintendent have been satisfied. If, during the period of suspension, the requirements for the teacher's certification have changed, the teacher must satisfy those requirements before reinstatement. The WVDE shall conduct an investigation to determine whether the teacher has satisfied all requirements for reinstatement and demonstrated a record of rehabilitation, i.e., presently possessing the integrity, moral character and competence to resume teaching. If the WVDE determines that all reinstatement requirements including rehabilitation have been met, the State Superintendent may reinstate a teacher's certificate without a hearing. If the WVDE determines that a question exists as to a teacher's fulfillment of all requirements and therefore a hearing is necessary, it shall submit a written

report to the Professional Practice Panel of the WVCPTS. The Professional Practice Panel shall conduct a hearing and make a recommendation to the State Superintendent whether the teacher's certificate should be reinstated. If there is a recommendation for reinstatement, the Professional Practice Panel may also recommend that conditions or restrictions be placed upon the reinstated certificate.

6.2.e. A teacher whose certificate has been permanently revoked may not apply for reinstatement or apply for any other endorsement, authorization or permit issued by the State Superintendent.

6.2.e.1 Any teacher whose certificate was designated as "permanently revoked" by the State Superintendent prior to August 11, 2014, the effective date of the amendments pertaining to reinstatement in W. Va. §126CSR4, WVBE Policy 1340, Rules of Procedure for Administrative Hearings and Appeals, hereinafter Policy 1340, shall also not be eligible to apply for reinstatement.

6.2.f. Reinstatement Procedure Following Revocation of Licenses. – Except in the case of a permanent revocation, a teacher whose certificate has been revoked may apply for reinstatement after the expiration of five years from the effective date of revocation. If, during the period of revocation, the requirements for the teacher's certification changed, the teacher must satisfy those requirements before reinstatement. The application for reinstatement shall be considered an application for initial license under W. Va. Code §18A-3-10, and the applicant must therefore be fingerprinted for a criminal background check. The WVDE shall conduct an investigation to determine whether the teacher has satisfied any requirements for reinstatement imposed by the State Superintendent and demonstrated a record of rehabilitation, i.e., presently possessing the integrity, moral character and competence to resume teaching. At the conclusion of its investigation, the WVDE shall submit a written report to the Professional Practice Panel of the WVCPTS, which shall conduct a hearing and make a recommendation to the State Superintendent whether the teacher's certificate should be reinstated and, if so, whether conditions or restrictions should be placed upon the reinstated certificate. In determining rehabilitation, the Professional Practice Panel shall consider the seriousness of the conduct that caused the revocation.

6.2.g Hearings and Appeals. – An individual whose application for licensure or licensure renewal has been recommended for permanent denial for cause or denial for cause may request an appeal before the Licensure Appeal Panel of the WVCPTS in accordance with Policy 1340. Rules of Procedure for Administrative Hearings and Appeals, hereinafter Policy 1340. A hearing before the Professional Practice Panel of the WVCPTS is provided to an individual when the WVDE initiates a license revocation proceeding in accordance with Policy 1340.

§126-136-7. Responsibilities for Licensure.

7.1. There are certain underlying principles applicable to all individuals involved in the licensure process.

7.1.a. Educator. – The educator shall:

7.1.a.1. Familiarize Her/Himself with Licensure Requirements. – Every educator is responsible for familiarizing her/himself with the West Virginia licensure and salary classification requirements and for making application for any licensure/salary classification to which s/he is entitled. Failure to apply for a certificate or an additional endorsement within twelve months from the

completion of an approved program may result in additional requirements before the educator can be licensed as indicated in Section 10.1.b.3.G-H. It is the educator's responsibility to ensure that s/he holds a license valid for her/his assignment; AND

7.1.a.2. Consult with County Superintendent or Professional Designee. – Each employed educator shall select, in consultation with the county superintendent or professional designee, the college/university coursework most appropriate to her/his current or anticipated assignment and long-range professional development plan. An educator who is not employed in West Virginia but who taught or resides in this state and wishes to renew her/his West Virginia Professional Certificate(s) must consult with the county superintendent in the county in which s/he last taught or resides (W. Va. Code §18A-3-3). The county superintendent or professional designee shall approve the college/university coursework to be used for renewal. Failure to secure prior approval from the county superintendent or professional designee may result in the denial of the use of certain coursework for the purpose of renewal; OR

7.1.a.3. Consult with Licensing Agency. – An educator who is not employed as an educator in West Virginia and has never taught or resided in West Virginia but desires to renew her/his West Virginia license shall select, in consultation with the licensing agency staff, the college/university coursework most appropriate to her/his anticipated assignment and long-range professional development plan. Failure to secure prior approval from the licensing agency may result in the denial of the use of certain college/university coursework for the purpose of renewal. The State Superintendent shall recommend the applicant for renewal of her/his Professional Certificate; AND

7.1.a.4. Completion of Renewal Credit. – The educator is encouraged to complete the college/university coursework for the renewal of the Professional Certificate one year prior to the expiration date of the certificate being renewed.

7.1.b. County Superintendent. The county superintendent shall:

7.1.b.1. Counsel Employees. – The county superintendent or professional designee is encouraged to advise employed educators regarding licensure requirements and to inform each educator concerning her/his professional responsibility for maintenance of her/his license, additional endorsements and/or advanced salary classifications, including the procedures by which these processes are completed. County superintendents or professional designees are encouraged to notify employees at least one year in advance of the date the employee's license(s) must be renewed; AND

7.1.b.2. Approval of Renewal Credit. – The county superintendent or professional designee shall approve appropriate college/university coursework for renewal purposes; AND

7.1.b.3. Recommend for Licensure. – The county superintendent shall recommend, or not recommend, the issuance and renewal of all licenses, as noted, for educators employed by the board of education in accordance with W. Va. Code §18A-3-2a; AND

7.1.b.4. Report Immorality and Neglect of Duty. – It shall be the duty of any county superintendent who knows of any acts on the part of any teacher for which a certificate may be revoked to report the same, together with all the facts and evidence, to the State Superintendent for such action as in the State Superintendent's judgment may be proper; (refer to W. Va. Code §18A-3-6.); AND

7.1.b.5. Employ and Assign Personnel. – The county superintendent shall recommend to the board of education the most qualified applicant for each instructional, student support service and administrative position (Refer to W. Va. Code §18A-4-7-a). In addition, the county superintendent shall ensure that each educator holds appropriate licensure for her/his assignment within the first three months of such employment. If an educator is employed in good faith on the anticipation that s/he is eligible for a license and it is later determined that the educator was not eligible, the county superintendent shall be authorized to pay the educator for a time not exceeding three school months or the date of notification of the ineligibility, whichever shall occur first (refer to W. Va. Code §18A-3-2).

7.1.b.6. Contracted or RESA Services. – The county superintendent shall assure that an educator providing contracted services or services through a RESA holds the same licensure required for an educator employed by a board of education.

7.1.c. Licensing Agency. – The licensing agency shall:

7.1.c.1. Notify Applicant of Approval or Denial of Application for Licensure. – The licensing agency shall notify, in writing, each applicant regarding the approval or denial of her/his application for licensure or salary classification; AND

7.1.c.2. Provide Technical Assistance. – The licensing agency shall provide technical assistance to individuals, boards of education and other agencies in understanding and implementing the licensure process; AND

7.1.c.3. Maintain Records. – The licensing agency serves as the repository for all licensure records, documents, and related materials. Applications, transcripts, fees, and other documents submitted for the issuance or maintenance of a license become the property of the licensing agency; AND

7.1.c.4. Waiver Requirements. – The State Superintendent shall have the authority to waive licensure requirements in a situation where s/he judges, after thorough investigation, that the applicant's knowledge, preparation and/or experience are adequate to justify such waiver. If the waiver request could result in the extension of a license or the issuance of a new license, the written request must be accompanied by the appropriate application and processing fee. The State Superintendent must state, in writing, the reason(s) for granting or denying such waiver with a copy to be maintained in the applicant's records if the office responsible for certification and licensure recommends that an application be denied for cause, the applicant may not request a waiver but may file an appeal pursuant to procedures outlined in Policy 1340.

7.1.c.4.A. Waiver Period. – The waiver granted by the State Superintendent shall only be for a period of one year. During this one-year period, the applicant must complete all requirements that were waived. Prior to the conclusion of the one year waiver period, the applicant must apply for licensure and will be required to meet all requirements for the licensure to be issued for the remaining period of the license.

7.1.d. County Board of Education. – The county board of education shall send to the WVBE by the first day of May, annually, a report that includes: 1) the available teacher positions in the county; 2) any shortages in subject matter areas in the county; and 3) the name of all teachers reduced in force provided the teacher has permitted the county board of education to submit his/her name.

§126-136-8. Teachers and Paraprofessionals in Federally-Funded Programs

8.1. Effective with the 2017-2018 school year, all teachers and paraprofessionals in Federally-funded programs must meet applicable West Virginia state certification and licensure requirements.

§126-136-9. General Requirements and Dates Certain for Licensure.

9.1. West Virginia Code Requirements for Licensure.

9.1.a. General Requirements. – A license to work in the public schools of West Virginia may be granted to an applicant who is: 1) a United States citizen, unless otherwise noted; 2) of good moral character; 3) physically, mentally and emotionally qualified to perform the duties to which s/he is assigned; and 4) has attained the age of eighteen years on or before the first day of October of the year in which the license is issued. (Refer to W. Va. Code §18A-3-2a.)

9.1.b. Criminal History Record Check.

9.1.b.1. Federal Bureau of Investigation Fingerprint Background Check for Initial Licensure. – All applicants for initial licensure whose applications are received by the WVDE shall be fingerprinted by the West Virginia State Police or its designee. The fingerprints shall be analyzed by the state police for a state criminal history record check through the central abuse registry record and then forwarded to the Federal Bureau of Investigation for a national criminal history record check. Information contained in either the central abuse registry record or the Federal Bureau of Investigation record may form the basis for the denial of a certificate for cause in accordance with W. Va. Code §18A-3-2a and §18A-3-10.

9.1.b.2. State Analysis for Employment within Ninety Days. – Upon written consent to the WVDE by the applicant and within ninety days of the state fingerprint analysis, the results of a state analysis may be provided to a county board with which the applicant is applying for employment without further cost to the applicant.

9.1.b.3. Disclosure Provisions. – Information maintained by the WVDE or a county board which was obtained for the purposes of W. Va. Code §18A-3-10 is exempt from disclosure as provided by W. Va. Code §29B-1-4. Disclosure or publication of information in a statistical or other form that does not identify the individuals involved or provide personal information is not prohibited.

9.1.c. Beginning Educator Internship/Induction. – An educator who receives her/his Professional Teaching Certificate after January 1, 1992 must successfully complete a Beginning Educator Internship/Induction. An educator who has successfully completed five years of out-of-state teaching experience is exempt from completing the Beginning Educator Internship/Induction (Refer to W.Va. Code §18A-3C-3 Comprehensive system for teacher induction and professional growth – effective July 1, 2013).

9.2. Licensure and Related Fees. – A non-refundable processing fee, established by the WVBE, shall be charged for all applications and request for copies of records. In addition to the processing fee, applicants who apply for an initial license shall also submit the current fee charged by the Federal

Bureau of Investigation for a fingerprint background check and for a West Virginia Criminal Bureau of Investigation fingerprint background check as required by W. Va. Code §18A-3-10.

9.3. Dating of Licenses. – All licenses shall be issued and dated in accordance with W. Va. Code and as mandated by other applicable WVBE policies. A county may employ an applicant for a professional educator's certificate in good faith that s/he is eligible for a certificate for up to three school months or date of notification of his or her ineligibility, whichever shall occur first. This three-month period shall begin with the date of hire for that position. The applicant's appropriate application, fees and fingerprint card (if applicable) for licensure must be received by the WVDE within ten calendar days of the hire date. All certificates shall expire on June 30 of the last year of their validity irrespective of the date of issuance. (Refer to W. Va. Code §18A-3-2.)

9.4. Expiration Date of Licenses. – All licenses shall be issued and set to expire in accordance with W. Va. Code §18A-3-2a and as mandated by this policy. Please refer to individual licensure sections for designated dates.

9.5. Specializations and Grade Levels. – All licenses shall contain specializations and grade levels in accordance with W. Va. Code §18A-3-2a and as mandated by this policy and W. Va. Code §126CSR114, WVBE Policy 5100, Approval of Educational Personnel Preparation Programs, hereinafter Policy 5100. Refer to individual licensure sections or Appendix A for specific designations.

9.6. Recognition of Degrees and Coursework for Licensure, Renewal and Advanced Salary Classifications.

9.6.a. Dating of Degree Recognition and Advanced Salary Classifications. – Upon successful completion of an advanced degree or additional hours leading to a higher salary classification, the candidate will make application to the WVDE. Upon verification of coursework completed and/or the degree being granted, the new degree/salary classification will be effective on the date that all requirements for the classification were completed not to exceed three months prior to receipt of the appropriate application in the WVDE.

9.6.b. Bachelor's Degree. – Only a bachelor's degree earned from an accredited institution of higher education, as defined in §126-136-4.5, approved to offer a bachelor's degree may be recognized for licensure and salary purposes.

9.6.c. Master's Degree. – Only a master's degree earned from an accredited institution of higher education, as defined in §126-136-4.5, approved to offer a master's degree and in a curriculum related to the public school program may be recognized for licensure and salary purposes.

9.6.d. Doctorate. – Only a doctoral degree earned from an accredited institution of higher education, as defined in §126-136-4.5, approved to offer a doctorate and in a curriculum related to the public school program may be recognized for licensure and salary purposes. (Refer to W. Va. Code §18A-4-1.)

9.6.e. Degrees and Coursework from Non-accredited Colleges. – Degrees and/or coursework earned from unaccredited institution of higher education are not recognized for licensure or salary purposes. An applicant who completed a state approved program through a non-accredited college

must complete appropriate degree and approved program requirements from an accredited institution of higher education as defined in §126-136-4.5 before licensure may be granted.

9.6.f. Recognition of College Credit for Renewal and Salary Purposes. – Only unduplicated coursework related to the public school program as defined in §126-136-9.6.g, completed through an accredited institution of higher education, as defined in §126-136-4.5, and subsequent to the issuance of the license being renewed and within the five-year period immediately preceding the date of application may be used for renewal of a license.

9.6.g. Related to the Public School Program. – For purposes of renewal and advanced salary classification, "related to the public school program" shall mean: 1) any course offering included in a degree program in the field of education; 2) content and/or professional education coursework related to the current licensure; 3) content and/or professional education coursework required for an additional endorsement; 4) professional development/special topics coursework approved by the licensing agency; 5) coursework identified in the personnel evaluation process; 6) coursework related to technology for education; and/or 7) coursework related to the mission and goals of the WVBE and/or the school organization.

9.7. Clinical Practice/Field-Based Experience.

9.7.a. In accordance with Policy 5100, an individual completing an approved teacher preparation program shall complete a minimum of twelve weeks of clinical experience unless s/he is able to demonstrate to the satisfaction of the college supervisor and the cooperating public school supervisor that s/he has achieved the proficiency level in less than the specified time. The candidate must be assessed during the clinical experience in at least one specialization for which licensure is being requested.

9.7.b. Institutions of higher education must document individuals field-based and/or clinical experiences with diverse (multi-cultural), at-risk, and special needs learners at each programmatic level for which they seek licensure. (Refer to Policy 5100.)

9.7.c. Individuals wishing to add a new specialization to the Professional Teaching Certificate by completing an educator preparation program at an institution of higher education, must also complete a supervised practicum which includes a performance assessment. Institutions of higher education will determine the method for and the amount of clinical and/or field-based experiences necessary to satisfy the requirements.

9.8. Grade Point Average (GPA).

9.8.a. For Issuance of an Original License. – A minimum overall GPA of 2.5 for all college/university coursework attempted, or a Master's Degree with a minimum GPA of 3.0, or a Doctorate Degree with a minimum GPA of 3.0, or a cumulative GPA of 2.5 that is verified from the recommending institution is required for issuance of any license requiring a bachelor's degree or higher with the exception of a 2.0 GPA for the Substitute Permit and the school nurse that is licensed by the West Virginia Board of Examiners. The scholastic requirements shall be computed using the 4.0 scale including the discretionary academic forgiveness provisions approved by the higher education governing boards. An individual who holds a master's degree or higher with a 3.0 GPA meets the GPA requirement, superseding the minimum required for a bachelor's degree.

9.8.b. For Issuance of Additional Endorsements. – For an individual who already holds a West Virginia Professional Certificate, the 2.5 GPA will be required only in the area(s) for which additional licensure is being requested. All required and elective courses completed for the endorsement shall be used in computing the GPA regardless of the date of completion.

9.8.c. For Extension of Grade Levels on an Existing Endorsement. – The applicant shall include only those courses taken after July 1, 1994 to satisfy the 2.5 GPA.

9.8.d. For Renewal of a License. – College/university credit completed for the renewal of a license must reflect a 3.0 GPA.

9.9. State Testing Requirements. – All applicants for professional licensure must meet state testing requirements as required by W. Va. Code §18A-3-2a and as outlined in §126-136-10.1.b.3.E. and the West Virginia Licensure Testing Directory maintained on the West Virginia Department of Education website, including the exemptions indicated in W. Va. Code §18A-3-2a (1)(B) and in §126-136-10.1.b.3.F. Applicants for Career and Technical Education licensure must meet testing requirements as outlined in the West Virginia Career and Technical Education Endorsement and Testing Manual maintained on the West Virginia Department of Education website.

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

10.1. Teaching Certificates.

10.1.a. Temporary Teaching Certificate.

10.1.a.1. General Criteria. – A Temporary Teaching Certificate may be issued to a person who has completed: 1) the minimum of a bachelor's degree or master's degree if specified in Appendix A through an accredited institution of higher education as defined in §126-136-458 or an equivalent degree through an institution of higher education in a foreign country; 2) the general requirements-specified in §126-136-9; 3) the minimum GPA specified in §126-136-9.8; and 4) the conditions for issuance identified in §126-136-10.1.a.3. A Temporary Certificate may be issued in the teaching specializations identified in Appendix A. The Temporary Certificate shall be endorsed to indicate the specialization(s) and grade levels in which the holder can be legally assigned within the public schools. Experience gained on the Temporary Certificate may be used for conversion purposes.

10.1.a.2. Validity Period. – The Temporary Teaching Certificate shall be valid for one school year and shall expire on June 30. An educator who graduates in December or whose Temporary Certificate is effective on or after January 1 may be issued a Temporary Certificate valid until June 30 of the following school year. The Temporary Certificate is valid for a period of one year and may not be renewed.

10.1.a.3. Conditions for Issuance. – The applicant for the Temporary Certificate must submit evidence of satisfying the following:

10.1.a.3.A. Out-of-State Approved Program. – Successful completion of an out-of-state approved teacher education program from an accredited higher education institution, as defined in

§126-136-4.58 with the exception of the required tests in pre-professional skills, content and/or professional education; OR

10.1.a.3.B. Foreign Credentials. – Refer to §126-136-17; OR

10.1.a.3.C. Valid Out-of-State Certificate. – Refer to §126-136-16.

10.1.b. Initial Professional Teaching Certificate.

10.1.b.1. General Criteria. – An Initial Professional Teaching Certificate may be issued to a person who has completed: 1) the minimum of a bachelor's degree or a master's degree as specified in Appendix A through an accredited institution of higher education, as defined in §126-136-4.5) the general requirements specified in §126-136-9; 3) the minimum GPA specified in §126-136-9.8a) the tests specified in §126-136-10.1.b.3.E; and 5) the conditions for issuance identified in §126-136-10.1.a.3. An Initial Professional Teaching Certificate may be issued in the teaching specializations identified in Appendix A. The Initial Professional Teaching Certificate shall be endorsed to indicate the specialization(s) and grade levels in which the holder can be legally assigned within the public schools.

10.1.b.1.2. Validity Period. - The Initial Professional Teaching Certificate shall be valid for three school years and shall expire on June 30 of the last year of its validity.

10.1.b.1.3. Conditions for Issuance. – The applicant for an Initial Professional Teaching Certificate must submit evidence of satisfying the following:

10.1.b.3.A. Completion of an Institution of Higher Education's State Approved Program. – Successful completion of an accredited institution of higher education's state-approved program and the recommendation of the designated official at the college or university through which the program was completed; OR

10.1.b.3.B. Refer to guidelines for Out-of-State applicants in §126-136-16; OR

10.1.b.3.C. Refer to guidelines for Alternative Routes to Certification in §126-136-15; OR

10.1.b.3.D. NBPTS Certificate. – A valid certificate from the NBPTS in a specialization comparable to those listed in Appendix A; AND

10.1.b.3.E. WVBE Adopted Tests. – Unless identified as an exemption in §126-136-10.1.b.3.F, an educator must satisfy the minimum proficiency levels identified the West Virginia Licensure Testing Directory located on the West Virginia Department of Education website as adopted by the WVBE, in:

10.1.b.3.E.1. Pre-Professional Skills Test. – Core Academic Skills for Educators (CASE) in reading, writing and mathematics; AND

10.1.b.3.E.2. Content Specialization(s). – Praxis II-Content Specialization Test(s) for each specialization for which licensure is requested, if a test is required; AND

10.1.b.3.E.3. Professional Education. – Principles of Learning and Teaching Praxis Test that includes at least a portion of the grade levels indicated on the anticipated license.

10.1.b.3.F. Exemptions. – The following exemptions that have been established for each of the tests are indicated:

10.1.b.3.F.1. Pre-Professional Skills Tests. – An individual who: 1) holds certification through the NBPTS; 2) holds or has held a West Virginia Professional Certificate; 3) holds a master's degree from an accredited institution of higher education; 4) attained, from a single administration, a composite score of 25 on the American College Test (ACT), 26 on the ACT enhanced (effective November 1989), 1035 on the Scholastic Achievement Test (SAT),1125 on the re-centered SAT (effective April 1995), or 1170 on the revised SAT using the combined Critical Reading and Math score (effective March 2005); 5) satisfied a passing score in basic skills reading, writing and mathematics in another state; 6) holds a valid out-of-state certificate in the content area is exempt from the required pre-professional skills tests; or 7) successfully completed three years of experience within the last seven years in one or a combination of specializations recognized on an out-of-state professional certificate valid during those three years.

10.1.b.3.F.2. Content Specialization. – An individual who: 1) holds certification through the NBPTS; or 2) valid out-of-state licensure in the area in which West Virginia certification is available and requested; or 3) holds a doctorate in the content area for which West Virginia licensure is available and requested is exempt from the content test(s); or 4) successfully completed three years of experience within the last seven years in one or a combination of specializations recognized on an out-of-state professional certificate valid during those three years.

10.1.b.3.F.3. Professional Education. – An individual who: 1) holds certification through the NBPTS; 2) satisfied a passing score on the appropriate professional education test in another state; or 3) holds a valid out-of-state Professional Certificate is exempt from the professional education tests; or 4) successfully completed three years of experience within the last seven years in one or a combination of specializations recognized on an out-of-state professional certificate valid during those three years. The Professional Education Test is not required for an educator seeking West Virginia licensure in a student support or administrative specialization.

10.1.b.3.G. Validity of Test Scores. – 1) The licensure tests and passing scores required by the West Virginia Board of Education as set forth in this policy shall remain valid for twelve months after completion of an approved program for licensure (as stated in 10.1.b.3.H) where the applicant was continuously enrolled even if the test and or score required by this policy has changed. 2) A candidate whose test and/or scores do not meet current testing requirements at the time of application for licensure is required to satisfy current tests and passing scores.

10.1.b.3.H. Failure to Apply to Licensure. – A candidate who fails to apply for licensure within twelve months from the completion of an approved program for licensure is required to satisfy any current and additional test requirement(s) and program components in effect at the time of application and to comply with conditions outlined for the validity period.

10.1.b.3.I. Tests Required for New Specializations on a Professional Certificate. – A candidate who wishes to add a new specialization to her/his Professional Teaching Certificate by completing an approved program at an accredited college or university is required to satisfy, in addition

to the approved program content requirements, the content test requirement, if a test is required. It is assumed that a candidate who holds a Professional Teaching Certificate has previously satisfied requirements in pre-professional skills and professional education components and that a candidate who holds either the Professional Support or Professional Administrative Certificate has satisfied the pre-professional skills component.

10.1.c. Renewal of any Professional Teaching Certificate. – The application for renewal must be submitted after January 1 of the year in which the license expires. The applicant for licensure must submit evidence of satisfying the following:

10.1.c.1. College/University Coursework. – Six semester hours of appropriate college/university coursework related to the public school program as defined in §126-136-9.6.g The coursework must reflect a 3.0 GPA and 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 meet the following criteria:

10.1.c.1.A. The six semester hours must meet the following options: 1) courses relevant to a master's degree in a curriculum related to the public school program, 2) courses related to improvement of instruction and the applicant's current endorsement area(s), 3) courses needed to qualify for an additional endorsement, or 4) credit prescribed by the county as a result of an applicant's evaluation; OR

10.1.c.1.B M.A. plus 30 Salary Classification. – Hold a minimum of a master's plus 30 salary classification based on the awarding of a master's degree; OR

10.1.c.1.B.1. Age Sixty. – Has reached 60 years of age and presents a photocopy of the birth certificate or official government issued documentation; AND

10.1.c.1.B.2. Recommendation of Superintendent. – If the candidate is currently employed by a county board of education, the candidate must receive the recommendation of the employing county's superintendent. If the educator is not employed by a West Virginia county school system, then s/he must secure a recommendation from his/her most recent education supervisor provided that such employment severance does not exceed one year. If employment in an educational setting is greater than one year, s/he must secure the recommendation from the current employer or community leader.

10.1.d. Professional Five-Year Teaching Certificate. – The applicant for licensure must submit evidence of satisfying the following:

10.1.d.1. Beginning Educator Internship/Induction. – Successful completion of a Beginning Educator Internship/Induction (Refer to W. Va. Code §18A-3C-3) for classroom teachers, unless the applicant has completed five years of teaching experience while holding a valid professional certificate in another state, or was initially licensed in West Virginia prior to January 1, 1992; AND

10.1.d.2. College/University Coursework. – Six semester hours of appropriate college/university coursework reflecting a 3.0 GPA and related to the public school program as defined in §126-136-9.6.g unless the applicant holds a minimum of a M.A. plus 30 salary classification based on the awarding of a master's degree. The coursework for conversion must have been completed

subsequent to the issuance of the certificate being sought to be converted and within the five year period immediately preceding the date of application; AND

10.1.d.3. Experience. – Two years of experience, one of which must be completed in West Virginia, within one or a combination of the endorsements on the Initial Professional Teaching Certificate; AND

10.1.d.4. Recommendation of Superintendent. – Receive the recommendation of the county superintendent in the county in which the educator teaches or last taught.

10.1.d.5. Validity Period. – The Professional Teaching Certificate valid for five years shall expire on June 30 of the last year of its validity.

10.1.e. Permanent Professional Teaching Certificate. – The applicant for licensure must submit evidence of satisfying the following:

10.1.e.1. Five-Year Certificate. – Hold or be eligible for the Professional Teaching Certificate valid for five years; AND

10.1.e.2. Master's Degree. – Hold a master's degree related to the public school program as defined in §126-136-9.6.g; AND

10.1.e.3. Experience. – Complete five years of educational experience including two within the specialization(s) for which the permanent certificate is requested; OR

10.1.e.4. Valid Five-Year Certificate. – Hold a valid Professional Teaching Certificate; AND

10.1.e.5. One Renewal. – Renew the Professional Teaching Certificate valid for five years once based on: 1) six semester hours of appropriate renewal credit reflecting a 3.0 GPA; or 2) a minimum of a M.A. plus 30 salary classification based on the awarding of a master's degree; or 3) age sixty; OR

10.1.e.6. Obtain certification through the NBPTS; OR

10.1.e.7. Valid out-of-state certificate that reflects permanent status by the issuing state, verification of a minimum of five years of teaching experience in the endorsement area(s) listed on the valid license and in a public school setting, and which is verified by the appropriate licensing agency or district —Refer to §126-136-16; AND

10.1.e.8. Recommendation of Superintendent. – Receive the recommendation of the county superintendent in the county in which the educator teaches or last taught.

10.1.e.9. Validity Period. – The Permanent Professional Teaching Certificate shall remain valid unless surrendered, suspended or revoked.

10.2. Administrative Certificate.

10.2.a. Temporary Administrative Certificate.

10.2.a.1. General Criteria. – A Temporary Administrative Certificate may be issued to a person who has completed: 1) the minimum degree specified in Appendix A through an accredited institution of higher education as defined in §126-136-4.58 or an equivalent degree through a college or university in a foreign country; 2) the general requirements, with the exception of citizenship, specified in §126-136-9; 3) the minimum GPA specified in §126-136-9.8; 4) three years of management level or teaching experience and 5) the conditions for issuance identified in §126-136-10.2.a.3. The Temporary Administrative Certificate shall be endorsed for Superintendent, Principal, and/or Supervisor of Instruction and shall indicate the specialization(s) and grade levels in which the holder may be assigned within the public schools. Experience gained on the Temporary Administrative Certificate may be used for conversion purposes. The Temporary Administrative Certificate is issued to an administrator who graduates from an out-of-state institution of higher education, or who is transferring his/her credential from another state or country so that s/he may complete the requirements for testing if applicable and the Evaluation Leadership Institute.

10.2.a.2. Validity Period. – The Temporary Administrative Certificate shall be valid for one school year and shall expire on June 30. An educator who graduates in December or whose Temporary Administrative Certificate is effective on or after January 1 may be issued a Temporary Administrative Certificate valid until June 30 of the following school year.

10.2.a.3. Conditions for Issuance. – The applicant for licensure must submit evidence of satisfying the following:

10.2.a.3.A. Out-of-State Approved Program. – Successful completion of an out-of-state accredited institution of higher education's state approved program with the exception of completion of: 1) the required tests in pre-professional skills and/or content and/or 2) the Evaluation Leadership Institute offered through the West Virginia Center for Professional Development or equivalent training approved by the WVBE; OR

10.2.a.3.B. Out-of-State Certification. – For those candidates who hold a valid out-of-state Professional Administrative Certificate in the area for which West Virginia licensure is requested without completion of the Evaluation Leadership Institute offered through the West Virginia Center for Professional Development or equivalent training approved by the WVBE.

10.2.b. Initial Professional Administrative Certificate.

10.2.b.1. General Criteria. - An Initial Professional Administrative Certificate may be issued to a person who has completed: 1) the minimum degree specified in Appendix A through an accredited institution of higher education as defined in §126-136-4.58; 2) the general requirements specified in §126-136-9; 3) the minimum GPA specified in §126-136-9.8; 4) three years of management level or teaching experience as defined in §126-136-4; 5) the Evaluation Leadership Institute in evaluation skills offered through the West Virginia Center for Professional Development or equivalent training approved by the WVBE; and 6) the conditions for issuance identified in §126-136-10.1a.3. The Initial Professional Administrative Certificate shall be endorsed for Superintendent, Principal, and/or Supervisor of Instruction and shall indicate the specialization(s) and grade levels in which the holder can be legally assigned within the public schools.

10.2.b.2. Validity Period. – The Initial Professional Administrative Certificate shall be valid for five school years and shall expire on June 30 of the last year of its validity. An educator who graduates in December or whose Professional Administrative Certificate is effective on or after January 1 may be issued an Initial Professional Administrative Certificate valid for a maximum of 66 months.

10.2.b.3. Conditions for Issuance. – The applicant for licensure must submit evidence of satisfying the following:

10.2.b.A. State Approved Program. – Successful completion of an institution of higher education's state approved educational leadership program and the recommendation of the designated official at the college or university through which the program was completed. An applicant who completed the approved program through a college or university outside of West Virginia may present a photocopy of the valid out-of-state Professional Administrative Certificate or a letter of eligibility from the other state's licensing agency in lieu of the college or university recommendation; OR

10.2.b.B. Out-of-State Licensure. – For those educators who hold a valid out-of-state Administrative Certificate, the applicant needs only to present the official transcripts evidencing graduation from a state-approved education leadership program at a regionally accredited college or university and a copy of his/her valid out-of-state Administrative Certificate to be licensed provided that s/he has completed the Evaluation Leadership Institute. The out-of-state Administrative Certificate must be in the specialization for which West Virginia licensure is available and requested. (Refer to §126-136-16 for more information on out-of-state certification.) OR

10.2.b.C. Out-of-State Graduate not Licensed. – In addition to the general criteria in §126-136-10.2.b.1. the educator must satisfy the minimum proficiency level, as adopted by the WVBE, on the content specialization test in educational leadership unless the applicant meets one of the exemptions specified in §126-136-10.1.b.3.F. Required scores are identified in the West Virginia Licensure Testing Directory located on the West Virginia Department of Education website.

10.2.c. Renewal of any Professional Administrative Certificate. – The application for renewal must be submitted after January 1 of the year in which the license expires. The applicant for licensure must submit evidence of satisfying the following:

10.2.c.1. College/University Coursework. – Six semester hours of appropriate college/university coursework related to the public school program as defined in §126-136-9.6.g. The coursework must reflect a 3.0 GPA and 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 meet the following criteria:

10.2.c.1.A. The six semester hours must meet the following options: 1) courses relevant to a master's degree in a curriculum related to the public school program, 2) courses related to improvement of instruction and the applicant's current endorsement area(s), 3) courses needed to qualify for an additional endorsement, or 4) credit prescribed by the county as a result of an applicant's evaluation;

10.2.c.1.B. M.A. plus 30 Salary Classification. – Hold a minimum of a master's plus 30 salary classification based on the awarding of a master's degree; OR

10.2.c.1.B.1. Age Sixty. – Has reached 60 years of age and presents a photocopy of the birth certificate or official government issued documentation; AND

10.2.c.1.B.2. Recommendation of Superintendent. – If the candidate is currently employed by a county board of education, the candidate must receive the recommendation of the employing county's superintendent. If the educator is not employed by a West Virginia county school system, then s/he must secure a recommendation from his/her most recent education supervisor provided that such employment severance does not exceed one year. If employment in an educational setting is greater than one year, s/he must secure the recommendation from the current employer or community leader.

10.2.d. Permanent Professional Administrative Certificate. – In order to convert the Initial Professional Administrative Certificate to the Permanent Professional Administrative Certificate, the applicant for licensure must submit evidence of satisfying the following:

10.2.d.1. College/University Coursework. – Six semester hours of appropriate renewal credit related to the public school program as defined in §126-136-9.6.g; OR

10.2.d.2. M.A. plus 30 Salary Classification. – Holds a minimum of a M.A. plus 30 salary classification based on the awarding of a master's degree; AND

10.2.d.3. Experience. – Five years of educational experience, two years of which must be in any or a combination of the specializations reflected on the Professional Administrative Certificate, and one year of which must be completed in West Virginia; AND

10.2.d.4. Recommendation of Superintendent. – If the candidate is currently employed by a county board of education, the candidate must receive the recommendation of the employing county's superintendent. If the educator is not employed by a West Virginia county school system, then s/he must secure a recommendation from his/her most recent education supervisor provided that such employment severance does not exceed one year. If employment in an educational setting is greater than one year, s/he must secure the recommendation from the current employer or community leader.

10.2.d.5. Validity Period. – The Permanent Professional Administrative Certificate shall continue to be valid unless surrendered, suspended or revoked for just cause.

10.3. Professional Student Support Certificate.

10.3.a. Professional Student Support Certificate for School Counselor.

10.3.a.1. Temporary Professional Student Support Certificate. – A Temporary Professional Student Support Certificate is issued to eligible applicants for School Counselor who meet requirements specified in §126-136-10.1.a.1for a Temporary Teaching Certificate.

10.3.a.2. Initial Professional Student Support Certificate. – The Initial Professional Student Support Certificate valid for three years is issued for School Counselor to an applicant who meets the following criteria: 1) M.A. in Counseling from an accredited institution of higher education as defined in §126-136-4.58; and 2) successful completion of an accredited School Counseling Program.

10.3.b. School Nurse. – A Professional Student Support Certificate is issued to eligible applicants for School Nurse.

10.3.b.1. Temporary Professional Student Support Certificate. - A Professional Student Support Certificate is issued for School Nurse to an applicant who meets the requirements specified in §126-136-10.1.a.1 for a Temporary Teaching Certificate.

10.3.b.2. Initial Professional Student Support Certificate. – The Initial Professional Student Support Certificate valid for three years is issued for School Nurse to an applicant who meets the following criteria: 1) bachelor's degree in nursing from an accredited institution of higher education as defined in §126-136-4.58; AND 2) holds a valid Registered Nurse, hereinafter (R.N.) license issued by the West Virginia Board of Examiners; AND 3) successful completion of an accredited School Nurse Program; OR 1) holds a master's degree in nursing from an accredited institution of higher education as defined in §126-136-4.5; AND 2) holds a valid R.N. license issued by the West Virginia Board of Examiners; AND 3) holds a valid national certification in school nursing from the National Board for Certification of School Nurses, Inc.; OR 1) holds a master's degree in nursing from an accredited institution of higher education as defined in §126-136-4.5; AND 2) holds a valid R.N. license issued by the West Virginia Board of Examiners; AND 3) holds a valid national certification in an area recognized by WVDE for School Nurse that includes, but is not limited to: school nurse practitioner, pediatric nurse practitioner, family nurse practitioner, clinical specialist in community health nursing, clinical specialist in child and adolescent psychiatric and mental health nursing, and advanced nursing administration.

10.3.b.2.A. Exceptions. – A School Nurse who is employed on a Full-Time/First Class Permit (Refer to §126-136-11.1.e) is not required to have a minimum of a bachelor's degree for issuance of the original Permit. Evidence of a valid R.N. license issued by the West Virginia Board of Examiners is required.

10.3.c. School Psychologist. – A Professional Support Certificate is issued to eligible applicants for School Psychologist.

10.3.c.1. Temporary Professional Student Support Certificate. – A Temporary Professional Student Support Certificate is issued for School Psychologist to an applicant who meets the requirements listed in §126-136-10.1.a.1 for a Temporary Teaching Certificate.

10.3.c.2. Initial Professional Student Support Certificate. - The Initial Professional Student Support Certificate is issued for School Psychologist to an applicant who completes an approved master's degree in a field related to education from an accredited institution of higher education as defined in §126-136-4.58.

10.3.d. Speech-Language Pathologist. – A Professional Student Support Certificate is issued for eligible applicants for Speech-Language Pathologist.

10.3.d.1. Temporary Student Support Certificate. – A Temporary Professional Student Support Certificate is issued for Speech-Language Pathologist to an applicant who meets the requirements listed in §126-136-10.1.a.1 for a Temporary Teaching Certificate.

10.3.d.2. Initial Professional Student Support Certificate. – The Initial Professional Student Support Certificate valid for three years is issued for Speech-Language Pathologist to an applicant who

earns a master's degree by completing an approved program in Speech-Language Pathology from an accredited institution of higher education as defined in §126-136-4.58.

10.3.e. Attendance Director. – A Professional Support Certificate is issued to eligible applicants for Attendance Director.

10.3.e.1. Temporary Professional Student Support Certificate. A Temporary Professional Student Support Certificate is issued for Attendance Director to an applicant who meets the requirements listed in §126-136-10.1.a.1 for a Temporary Teaching Certificate.

10.3.e.2. Initial Professional Student Support Certificate. – The initial Professional Student Support Certificate valid for three years is issued for Attendance Director to an applicant who completes an approved Social Services and Attendance Program from an accredited institution of higher education as defined in §126-136-4.5.

10.4. Professional Student Support Certificate: Renewal, Five-Year and Permanent.

10.4.a. Renewal of the Professional Student Support Certificate. – The application for renewal of the Professional Student Support Certificate for School Counselor, School Nurse, School Psychologist, Speech-Language Pathologist, or Attendance Director must be submitted after January 1 of the year in which the license expires. The applicant for licensure must submit evidence of satisfying the following:

10.4.a.1. College/University Coursework. – Completed six semester hours of appropriate college/university coursework related to the public school program as defined in §126-136-9.6.g. The coursework must reflect a 3.0 GPA and 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 and meet one or a combination of the following options: 1) courses relevant to a master's degree in a curriculum related to the public school program; 2) courses related to improvement of instruction and the applicant's current endorsement area(s); 3) courses needed to qualify for an additional endorsement; or 4) credit prescribed by the county as a result of an applicant's evaluation; OR

10.4.a.2. M.A. plus 30 Salary Classification. – Holds a minimum of a master's plus 30 salary classification based on the awarding of a master's degree; OR

10.4.a.3. Age 60. – Has reached 60 years of age and presents a photocopy of the birth certificate or official government issued documentation; AND

10.4.a.4. Recommendation of Superintendent. – If the candidate is currently employed by a county board of education, the candidate must receive the recommendation of the employing county's superintendent. If the educator is not employed by a West Virginia county school system, then s/he must secure a recommendation from his/her most recent education supervisor provided that such employment severance does not exceed one year. If employment in an educational setting is greater than one year, s/he must secure the recommendation from the current employer or community leader.

10.4.b. Professional Five-Year Student Support Certificate. – The applicant for licensure must submit evidence of satisfying the following:

10.4.b.1. College/University Coursework. – Six semester hours of appropriate college/university coursework reflecting a 3.0 GPA and related to the public school program as defined in §126-136-9.6.g, unless the applicant holds a minimum of a M.A. plus 30 salary classification based on the awarding of a master's degree. The coursework for conversion must have been completed subsequent to the issuance of the certificate being converted and within the five year period immediately preceding the date of application; AND

10.4.b.2. Experience. – Two years of experience, one of which must be completed in West Virginia within one or a combination of the endorsements on the Initial Professional Student Support Certificate; AND

10.4.b.3. Recommendation of Superintendent. – If the candidate is currently employed by a county board of education, the candidate must receive the recommendation of the employing county's superintendent. If the educator is not employed by West Virginia county school system, then s/he must secure a recommendation from his/her most recent education supervisor provided that such employment severance does not exceed one year. If employed in an educational setting is greater than one year, s/he must secure the recommendation from the current employer or community leader.

10.4.b.4. Validity Period. – The Professional Student Support Certificate valid for five years shall expire on June 30 of the last year of its validity.

10.4.c. Permanent Professional Student Support Certificate. – The applicant for licensure must submit evidence of satisfying the following:

10.4.c.1. Professional Five-Year Student Support Certificate. – Hold or be eligible for the Professional Student Support Certificate valid for five years; AND

10.4.c.2. Master's Degree. – Hold a master's degree related to the public school program as defined in §126-136-9.6.g; AND

10.4.c.3. Experience. – Complete five years of educational experience including two within the specialization(s) for which the permanent certificate is requested; OR

10.4.c.4. Out-of-State Candidates. – Refer to §126-136-16 for criteria; OR

10.4.c.5. Professional Five-Year Student Support Certificate. – Hold a Professional Student Support Certificate valid for five years; AND

10.4.c.6. One Renewal. – Renew the Professional Student Support Certificate valid for five years once based on: 1) six semester hours of appropriate renewal credit reflecting a 3.0 GPA; or 2) a minimum of a master's plus 30 salary classification based on the awarding of a master's degree; or 3) age 60; OR

10.4.c.7. Obtain certification through the NBPTS; AND

10.4.c.8. Recommendation of Superintendent. – If the candidate is currently employed by a county board of education, the candidate must receive the recommendation of the employing county's superintendent. If the educator is not employed by a West Virginia county school system, then s/he must secure a recommendation from his/her most recent education supervisor provided that such

employments severance does not exceed one year. If employed in an educational setting is greater than one year, s/he must secure the recommendation from the current employer or community leader.

10.4.c.9. Validity Period. – The Permanent Professional Student Support Certificate shall remain valid unless surrendered, suspended or revoked.

10.4.d. West Virginia Statement of Eligibility Certificate. - General Criteria. - An individual who possesses an expired out-of-state certificate may apply for a West Virginia Statement of Eligibility Certificate valid for three years. Upon full-time employment in a county school system of West Virginia, the applicant may apply for a Non-Renewable West Virginia Provisional Teaching Certificate.

10.4.d.1. Conditions for Issuance. - 1) a verification from the college/university or agency where the teacher preparation program was completed, 2) verification of a minimum of two years full-time teaching experience in the public school of the state that issued the professional teaching license, 3) a copy of the expired teaching certificate from the state in which the license was issued, 4) official seal bearing transcripts reflecting all degrees earned and 5) a student teaching experience or a verification of the acceptable requirement in lieu of a student teaching experience from the issuing state agency, 6) for whom the WVDE has received approval based on a criminal history record check conducted by the West Virginia State Police and the Federal Bureau of Investigation as required by W. Va. Code §18A-3-10 and §126-9.1.b.

10.4.d.2. Validity Period. – The West Virginia Provisional Certificate shall be valid for three school years and shall expire on June 30 of the last year of its validity.

10.4.e. Conversion of a West Virginia Statement of Eligibility Certificate to an Initial Professional Teaching Certificate.

10.4.e.1. Beginning Educator Internship/Induction. – Successful completion of a Beginning Educator Internship/Induction (Refer to W. Va. Code §18A-3C-3) for classroom teachers; AND

10.4.e.2. College/University Coursework. – Six semester hours of appropriate college/university coursework reflecting a 3.0 GPA and related to the public school program as defined in §126-136-9.6.g and must have been completed subsequent to the issuance of the certificate being sought to be converted; AND

10.4.e.3. Experience. – Three years of full-time experience in West Virginia, AND

10.4.e.4. A minimum of three years of evaluations within the West Virginia Educator Evaluation System, and with an earned performance rating of emerging or above; AND

10.4.e.5. Recommendation of Superintendent. – Receive the recommendation of the county superintendent in the county in which the educator teaches or last taught.

10.5. Career and Technical Education Certificate.

10.5.a. Temporary Career and Technical Education Certificate.

10.5.a.1. General Criteria. – A non-renewable Temporary Career and Technical Education Certificate may be issued to an educator who holds a valid out of state Career and Technical Education Certificate and is seeking West Virginia licensure, provided he or she meet the general criteria for the Initial Career and Technical Education certificate as specified in §126-136-10.5.b.1. with the exception of the required industry recognized credentials and/or passing scores on required tests. A non-renewable Temporary Career and Technical Education Certificate may be issued to an educator who holds a valid West Virginia Professional Teaching Certificate, provided he or she meet the general criteria for the Initial Career and Technical Education certificate as specified in §126-136-10.5.b.1. with the exception of passing scores on the required NOCTI exam(s). To upgrade this license to the Career and Technical Education Certificate, the educator must acquire the required industry recognized credentials and pass all required tests.

10.5.a.2. Validity Period. – The Temporary Career and Technical Education Certificate valid for one year shall expire on June 30 of the year of its validity.

10.5.a.3. For certification in Business Education, Family and Consumer Sciences or Marketing, the applicant must meet the requirements and apply for the Initial Professional Teaching Certificate specified in §126-136-10.1.b. For certification in Agriculture, the applicant must complete an approved program leading to licensure at an accredited institution of higher education.

10.5.b. Initial Career and Technical Education Certificate.

10.5.b.1. General Criteria. – A Career and Technical Education Certificate for teaching in a Career and technical education secondary or adult program may be issued to a person who holds a high school diploma or equivalent, , or a degree, if applicable, through an accredited institution of higher education as defined in §126-136-4.5; and has completed: 1) the general requirements specified in §126-136-9; 2) the work and training experience specified in the West Virginia Career and Technical Education Endorsement and Testing Manual maintained on the West Virginia Department of Education website; 3) the tests specified in §126-136-9.9; and the West Virginia Career and Technical Education Endorsement and Testing Manual maintained on the West Virginia Department of Education website; and 4) the appropriate conditions for issuance identified in §126-136-10.5.b.3. A Career and Technical Education Teaching Certificate may be issued in the Career and Technical Education specializations identified in the West Virginia Career and Technical Education Endorsement and Testing Manual maintained on the West Virginia Department of Education website. The Career and Technical Education Teaching Certificate shall be endorsed to indicate the specialization(s) and grade levels in which the holder can be legally assigned within the public schools.

10.5.b.2. Validity Period. – The Career and Technical Education Certificate shall be valid for no more than five years and shall expire on June 30 of the last year of its validity.

10.5.b.3. Conditions for Issuance. – The applicant for licensure must submit evidence of satisfying the following:

10.5.b.3.A. Approved Career and Technical Education Preparation Program. – Successful completion of an institution of higher education's state approved Career and Technical Education program with a minimum 2.5 GPA and the recommendation of the designated official at the college/university through which the program was completed OR a valid West Virginia Professional Teaching Certificate with verification of the required years of work experience as defined in the West

Virginia Career and Technical Education Endorsement and Testing Manual maintained on the West Virginia Department of Education website, by the former employer(s), OR a valid Out-of-State Career and Technical Certificate in the specialization(s) for which West Virginia licensure is requested and three years of successful out-of-state experience as an educator within the seven years immediately preceding the date of application; AND

10.5.b.3.B. Industry Recognized Credentials. – For each Career and technical education area of specialization, the alternatively certified teacher hired after June 18, 2003, must: 1) hold and maintain the industry recognized credential when such credential exists; AND 2) attain additional certification or endorsements required by the credentialing agency for the program of study in which the alternatively certified teacher is currently teaching (Refer to the West Virginia Career and Technical Education Endorsement and Testing Manual maintained on the West Virginia Department of Education website); AND

10.5.b.3.C. Content Written and Performance Test. – The Initial Career Technical Education Certificate requires passage of the written and performance sections of the content specialization tests identified the West Virginia Career and Technical Education Endorsement and Testing Manual maintained on the West Virginia Department of Education website, if applicable: AND

10.5.b.3.D. Recommendation of the Superintendent, RESA Director, Multi-County Center Director or OIEP Director. – If the candidate is currently employed by a county board of education, the candidate must receive the recommendation of the employing county's superintendent. If the educator is not employed by a West Virginia county school system, then a recommendation must be secured from the most recent education supervisor provided that such employment severance does not exceed one year. If employment in an educational setting is greater than one year, a recommendation from the current employer or community leader must be secured;

10.5.c. Renewal of the Career and Technical Education Certificate. – The applicant for licensure must submit evidence of satisfying the following:

10.5.c.1. College/University Coursework. – Six semester hours of appropriate college/university coursework related to the public school program, as defined in §126-136-9.6.g, reflecting a 3.0 GPA. 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; OR

10.5.c.2. M.A. plus 30 Salary Classification. – Hold a minimum of a master's plus 30 salary classification based on the awarding of an earned master's degree; OR

10.5.c.3. Age 60. – Has reached 60 years of age and presents a photocopy of the birth certificate or official government issue documentation; AND

10.5.c.4. Recommendation of Superintendent, RESA Director, Multi-County Center Director or OIEP Director. – If the candidate is currently employed by a county board of education, the candidate must receive the recommendation of the employing county's superintendent. If the educator is not employed by a West Virginia county school system, then a recommendation must be secured from the most recent education supervisor provided that such employment severance does not exceed one year.

If employment in an educational setting is greater than one year, a recommendation from the current employer or community leader must be secured.

10.5.d. Permanent Career and Technical Education Certificate. – The applicant for licensure must submit evidence of satisfying the following:

10.5.d.1. Five Year Certificate. – Hold or be eligible for the Career and Technical Education Certificate valid for five years; AND

10.5.d.2. Master's Degree. – Hold an earned master's degree related to the public school program as defined in §126-136-9.6.g; AND

10.5.d.3. Experience. – Complete five years of educational experience including two within the specialization(s) for which the permanent certificate is requested; OR

10.5.d.4. Five Year Certificate. – Hold a Career and Technical Education Certificate valid for five years; AND

10.5.d.5. One Renewal. – Renew the Career and Technical Education Certificate valid for five years once based on: 1) six semester hours of appropriate renewal credit reflecting a 3.0 GPA; or 2) a minimum of a M.A. plus 30 salary classification based on the awarding of a master's degree; or 3) age 60; AND

10.5.d.6. Recommendation of Superintendent, RESA Director, Multi-County Director or OIEP Director. – If the candidate is currently employed by a county board of education, the candidate must receive the recommendation of the employing county's superintendent. If the educator is not employed by a West Virginia county school system, then a recommendation must be secured from the most recent education supervisor provided that such employment severance does not exceed one year. If employment in an educational setting is greater than one year, a recommendation from the current employer or community leader must be secured.

10.5.d.7. Validity Period. – The Permanent Career and Technical Education Certificate shall remain valid unless surrendered, suspended or revoked.

10.5.e. Additional Endorsements for Existing Career and Technical Education Certificates.

10.5.e.1. For Issuance of Additional Career and Technical Education Endorsement. – An individual who already holds a valid West Virginia Career and Technical Education Certificate endorsed in the West Virginia Career and Technical Education Endorsement and Testing Manual maintained on the West Virginia Department of Education website may add another endorsement by verifying the appropriate wage earning work experience, passing required state exam(s) for the endorsement sought and holding industry credential(s) where applicable. According to the West Virginia Career and Technical Education Endorsement and Testing Manual which is maintained on the West Virginia Department of Education website for certification in Agriculture, the applicant must complete an approved program leading to licensure at an accredited institution of higher education.

§126-136-11. Permits Issued to Professional Educators.

11.1. First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel.

11.1.a. General Criteria. – The First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel may be issued for any specialization recognized on the Professional Teaching and Support Certificate. An Initial First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel may be granted to an individual employed for a specific assignment who has completed 1) a minimum of a bachelor's degree through an accredited institution of higher education as defined in §126-136-4.58; 2) the general requirements specified in §126-136-9.1) the minimum GPA specified in §126-136-9.8; and 4) the conditions for issuance specified in §126-136-11.1.c.

11.1.b. Validity Period. – The First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel shall be valid for one school year and shall expire on June 30. An educator employed on or after January 1 may be issued a Permit valid until June 30 of the following school year.

11.1.c. Conditions for Issuance. – The applicant for the First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel must submit evidence of satisfying the following:

11.1.c.1. College/University Coursework. – For all endorsement areas except school psychologist, verification by the designated official at the institution of higher education through which the program is being completed that the applicant has completed 25% or six semester hours, whichever is greater, of the state approved program in the specialization(s) for which the permit is requested. For the endorsement area of school psychologist, verification by the designated official at the institution of higher education through which the program is being completed that the applicant has completed 70% of the state approved program in the specialization for which the permit is requested; AND

11.1.c.2. Professional Commitment. – Submission of the Professional Commitment verifying the applicant's enrollment in the state approved program; AND

11.1.c.3. Recommendation of Superintendent. – Receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position, and has been hired for the position.

11.1.d. Five-Year Limit. – All requirements for the Professional Teaching or Student Support Certificate must be completed within five years of the original issuance of the First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel. The position held by an educator issued a First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel is not subject to posting provided the educator meets the annual renewal requirements specified in §126-136-11.2 and completes the state approved program within five years. The State Superintendent may extend the five-year limit, if extenuating circumstances as identified in §126-136-14.4.2, warrant the extension.

11.1.e. Exception for a School Nurse. – A school nurse who is employed on a First-Class/Full-Time Permit or Authorization for School Nurse is not required to have a minimum of a bachelor's degree. The applicant must provide evidence of holding a Nursing Diploma or Associate Degree in Nursing and hold a valid registered nurse license issued by the West Virginia Board of Examiners. The applicant shall complete a Bachelor of Science in Nursing (BSN) from an accredited institution as defined in §126-136-4.5 within five years. The applicant must submit professional commitment approved by the county of employment and an institution of Higher Education and

complete a minimum of six semester hours annually towards the completion of a BSN degree. All requirements for the BSN degree must be completed within five years of the original issuance of the First-Class/Full-Time Permit.

11.2. Renewal of the First Class/Full Time Permit for Professional Teaching and Student Support Personnel.

11.2.a. Conditions of Issuance. – The holder of a First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel who continues to be employed in the specialization reflected in the Permit must submit evidence of satisfying the following:

11.2.a.1. College/University Coursework. – Completion of six semester hours of required coursework from an accredited institution of higher education as defined in §126-136-4.5 reflecting a minimum 3.0 GPA within the institution towards the BSN degree requirement; AND

11.2.a.2. Professional Commitment. – Submission of the Professional Commitment verifying the applicant's enrollment in the state approved program or currently completing the BSN requirements; AND

11.2.a.3. Recommendation of Superintendent. – Recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position.

11.2.b. Extenuating Circumstances for which the First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel may be issued.

11.2.b.1. The State Superintendent may extend the five-year limit if extenuating circumstances, as identified in §126-136-14.4.b.2, warrant the extension. A county superintendent may request, in writing to the State Superintendent, an extension of the First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel for an employee, including the county superintendent, who meets one of the three extenuating circumstances described in §126-136-14.4.b. The superintendent's letter must be accompanied by the appropriate application and processing fee. The State Superintendent shall render a decision; however, the permit may not be extended beyond one school year or more than once.

11.2.b.1.A. The county superintendent shall submit verification from the designated official at the college or university through which the applicant is completing the state approved program that no required coursework was available during the school year; OR

11.2.b.1.B. The county superintendent shall submit the applicant's description of how a major hardship other than illness prevented the applicant from completing the required coursework.

11.3. First-Class/Full-Time Permit for Career and Technical Education.

11.3.a. Issuance of the Initial First-Class/Full-Time Permit for Career and Technical Education.

11.3.a.1. General Criteria. – A First-Class/Full-Time Permit for Career and Technical Education for teaching in a Career and technical education secondary or adult program may be issued to a person who holds a high school diploma, a state approved high school equivalency, or a degree, if

applicable, through an accredited college or university as defined in §126-136-4.5; and has completed 1) the general requirements specified in §126-136-9;) the conditions for issuance identified in §126-136-11.3.a.3.

11.3.a.2. Validity Period. – The First-Class/Full-Time Permit for Career and Technical Education shall be valid for one school year and shall expire on June 30. An educator employed on or after January 1 may be issued a First-Class/Full-Time Permit for Career and Technical Education valid until June 30 of the following school year. This is to allow completion of the required coursework prior to making application for the initial career and technical certificate.

11.3.a.3. Common Conditions for Issuance. – The applicant for the First-Class/Full-Time Permit for Career and Technical Education must submit evidence of satisfying the following common conditions for issuance AND the appropriate content specific conditions for issuance identified in the West Virginia Career and Technical Education Endorsement and Testing Manual maintained on the West Virginia Department of Education website;

11.3.a.3.A. Basic Skills. – Minimum proficiency levels on the California Achievement Tests in reading, writing and mathematics or meets the minimum scores on the WVBE approved basic skills test listed in, the West Virginia Licensure Testing Directory located on the West Virginia Department of Education website, the West Virginia Career and Technical Education Endorsement and Testing Manual maintained on the West Virginia Department of Education website or qualify for exemption; AND

11.3.a.3.B. Wage-Earning Experience. – Verification of the required years of work experience (as described in the West Virginia Career and Technical Education Endorsement and Testing Manual maintained on the West Virginia Department of Education website) by the former employer(s); AND

11.3.a.3.C. Professional Commitment. – Submission of the Professional Commitment verifying the applicant's enrollment or intent of enrolling in the approved career and technical preparation program; AND

11.3.a.3.D. Industry Recognized Credential. – For each career and technical education area of specialization, the alternatively certified teacher hired after June 18, 2003, must hold and maintain the industry recognized credential, if applicable. Refer to the West Virginia Career and Technical Education Endorsement and Testing Manual maintained on the West Virginia Department of Education website,); AND

11.3.a.3.E. Recommendation of the Superintendent, RESA Director, Multi-County Center Director, or OIEP Director. – Receive the recommendation of the Superintendent, RESA, multi-county center director, or OIEP Director, verifying that the applicant is the most qualified candidate for the position, and has been hired for the position.

11.3.b. Renewal of the First-Class/Full-Time Permit for Career and Technical Education.

11.3.b.1. First Renewal: Conditions for Issuance. – The holder of a First-Class/Full-Time Career and Technical Education Permit who continues to be employed must submit evidence of satisfying the following:

11.3.b.1.A. Content Written and Performance Tests. – The first renewal of the First-Class/Full-Time Career and Technical Education Permit requires passage of the written and performance sections of the content specialization test identified in the West Virginia Licensure Testing Directory located on the West Virginia Department of Education website, if applicable; AND

11.3.b.1.B. College/University Coursework. – Verification by the designated official at the college or university through which the program is being completed that the applicant has completed six semester hours of college/university credit reflecting a 3.0 GPA within the institution of higher education's state approved program; AND

11.3.b.1.C. Industry Recognized Credential. – Industry credential required for renewal of the First-Class/Full-Time Career and Technical Education Permit, if applicable as identified in the West Virginia Career and Technical Education Endorsement and Testing Manual maintained on the West Virginia Department of Education website.

11.3.b.1.D. Recommendation of Superintendent, RESA Director, Multi-County Center Director or OIEP Director. - Receive the recommendation of the Superintendent RESA Director, Multi-County Center Director, or OIEP Director, verifying that the applicant is the most qualified candidate for the position, and has been hired for the position.

11.3.b.2. Subsequent Renewal/s: Conditions for Issuance. – The holder of a First-Class/Full-Time Career and Technical Education Permit who continues to be employed must submit evidence of satisfying the followings:

11.3.b.2.A. College/University Coursework. – Verification by the designated official at the college or university through which the program is being completed that the applicant has completed six semester hours of college/university credit reflecting a 3.0 GPA within the institution of higher education's state approved program; AND

11.3.b.2.B. Recommendation of Superintendent, RESA Director, Multi-County Center Director or OIEP Director. – Receive the recommendation of the Superintendent, RESA Director, Multi-County Center Director, or OIEP Director, verifying that the applicant is the most qualified candidate for the position, and has been hired for the position.

11.4. First-Class/Full-Time Permit for Administrators.

11.4.a. Initial First-Class/Full-Time Permit for Administrators.

11.4.a.1. General Criteria. – The Initial First-Class/Full-Time Permit endorsed for Principal, General Supervisor, or Superintendent may be granted to an individual employed for an administrative assignment who has completed: 1) a minimum of a master's degree through an accredited institution of higher education as defined in §126-136-4.5; 2) the general requirements specified in §126-136-9; 3) the minimum GPA specified in §126-136-9.8; 4) three years of managements level experience; 5) education and training in evaluation skills through the West Virginia Center for Professional Development or equivalent training approved by the WVBE; and 6) the conditions for issuance specified in §126-136-11.4.a.3.

11.4.a.2. Validity Period. – The First-Class/Full-Time Permit for Administrators shall be valid for one school year and shall expire on June 30. An educator employed on or after January 1 may be issued a Permit valid until June 30 of the following school year.

11.4.a.3. Conditions for Issuance. – The applicant for the First-Class/Full-Time Permit for Administrators must submit evidence of satisfying the following:

11.4.a.3.A. College/University Coursework. Verification by the designated official at the college or university through which the program is being completed that the applicant has completed 25% of the approved program in the specialization(s) for which the permit is requested; AND

11.4.a.3.B. Professional Commitment. – Submission of the Professional Commitment verifying the applicant's enrollment in the state approved program; AND

11.4.b.3.C. Recommendation. – Receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position, or, if the candidate for the permit is a county superintendent, receive a recommendation and verification of employment from the county board of education.

11.4.b.3.D. Time Limitations. – All requirements for the Professional Administrative Certificate endorsed for Principal or Supervisor of Instruction must be completed within five years of the original issuance of the First-Class/Full-Time Permit for Administrators as specified in W. Va. Code §18A-4-7a. All requirements for the Professional Administrative Certificate endorsed for Superintendent must be completed within three years of the original issuance of the First-Class/Full-Time Permit for Administrators as specified in W. Va. Code §18-4-2. If required coursework is not available, the county superintendent may request an extension of the First-Class/Full-Time Permit for Administrators as specified in §126-136-14. The position held by an educator issued a Full-Time Permit is not subject to posting provided the educator meets the annual renewal requirements specified in §126-136-11.4.b and completes the state approved program.

11.4.b. Renewal of the First-Class/Full-Time Permit for Administrators.

11.4.b.1. Conditions for Issuance. – The holder of a First-Class/Full Time Permit for Administrators who continue to be employed in the specialization(s) reflected on the permit must submit evidence of satisfying the following:

11.4.b.1.A. College/University Coursework. – Verification by the designated official at the college or university through which the program is being completed that the applicant has completed six semester hours of college/university credit reflecting a 3.0 GPA within the institution of higher education's state approved program in the specialization for which the permit is requested; AND

11.4.b.1.B. Recommendation. – Receive the recommendation of the county superintendent in the county in which the applicant is employed or, if the candidate for the permit is a county superintendent, receive a recommendation and verification of continued employment and satisfactory performance from the county board of education as specified in W. Va. Code §18-4-2.

11.4.c. Extension of the First-Class/Full-Time Permit for Administrators for Extenuating Circumstances. – The First-Class/Full-Time Permit endorsed for Principal, Supervisor of Instruction or

Superintendent may be extended as indicated in §126-136-14 as long as the time frames specified in §126-136-11.4.b.3.D are not exceeded.

11.5. Permits for Teachers in Residence.

11.5.a. General Criteria. – The Teacher-In-Residence Permit may be granted to an individual who: 1) is enrolled in a WVBE approved teacher-in-residence program in accordance with an agreement between an institution of higher education and a county board; 2) has satisfied the general requirements in §126-136-9.1.a; 3) has satisfied the test requirements specified in §126-136-10.1. .b.3.E; 4) has a minimum GPA of 3.0 in the area of specialization; and 5) has satisfied the conditions for issuance specified in §126-136-11.5.c.

11.5.b. Validity Period. – The Teacher-In-Residence Permit shall be valid for one school year and shall expire on June 30.

11.5.c. Conditions for Issuance. – The applicant for the Teacher-In-Residence Permit must submit evidence of satisfying the following:

11.5.c.1. Verification of enrollment in an approved Teacher-In-Residence program; AND

11.5.c.2. Verification of position posting; AND

11.5.d. Criminal History Record Check. – All applicants for the Clinical Experience Permit whose applications are received by the WVDE shall be fingerprinted by the West Virginia State Police or its designee as defined in §126-136-9.1.b, unless the applicant holds a valid credential issued by the WVDE. Such criminal history record check may not be used for subsequent applications for other credentials issued by the State Superintendent; AND

11.5.d.1. Recommendation of College/University Official. – Recommendation of the designated college/university official; AND

11.5.d.2. Recommendation of Superintendent. – Recommendation of the county superintendent in the county in which the applicant will serve as the Teacher-In Residence.

11.6. Permits for Clinical Experiences (Teachers, Administrators and Student Support Candidates).

11.6.a. General Criteria. – The Clinical Experience Permit may be granted to an individual who: 1) is enrolled and in good standing in a WVBE approved educator preparation program or in an out-of-state accredited institution as specified in §126-136-4.58 with a current agreement with the West Virginia county board of education prior to placement in a West Virginia public school for the clinical experience and who may not have yet obtained a bachelor degree; 2) will have satisfied the program requirements for the area in which the individual is seeking licensure prior to placement; 3) has satisfied the general requirements in §126-136-9.1.a; and 4) receives recommendation from designated college/university official.

11.6.b. Validity Period. – The Clinical Experience Permit shall be valid for one school year and shall expire on June 30. Upon successful completion of the clinical experience, the Clinical Experience

Permit shall be eligible to be used as a Short-Term Substitute Permit in the endorsement area in which certification is being sought (Teacher, Administrator, or Student Support) §126-136-4.63.

11.6.c. Conditions for Issuance. – The applicant for the Clinical Experience Permit may apply during the semester prior to the beginning of the clinical experience assignment and must submit evidence of satisfying the following:

11.6.c.1. Verification of enrollment in an approved educator preparation program; AND

11.6.c.2. Criminal History Record Check. – All applicants for the Clinical Experience Permit whose applications are received by the WVDE shall be fingerprinted by the West Virginia State Police or its designee as defined in §126-136-9.1.b, unless the applicant holds a valid credential issued by the WVDE. Such criminal history record check may not be used for subsequent applications for other credentials issued by the State Superintendent; AND

11.6.c.3. Recommendation of College/University Official. – Recommendation of the designated college/university official.

11.7. Substitute Permits for Professional Educators.

11.7.a. Short-Term Substitute Permit for Teaching, Support and Administrative Personnel.

11.7.a.1. General Criteria – The Initial Short-Term Substitute Permit endorsed for general substitute may be granted to an individual who is temporarily replacing the educator assigned to a specific position and who has completed: 1) a minimum of a bachelor's degree through an accredited institution of higher education as defined in §126-136-4.5; 2) the general requirements specified in §126-136-9; 3) a minimum GPA of 2.0; and 4) the conditions for issuance specified in §126-136-11.6.c. A short-term substitute is one who fills a position for 30 days or fewer.

11.7.a.2. Validity Period. – The Short-Term Substitute Permit shall be valid for no more than three school years and shall expire on June 30 of the last year of its validity.

11.7.a.3. Conditions for Issuance. – The applicant for the Short-Term Substitute Permit must submit evidence of satisfying the following:

11.7.a.3.A. Verification of successful completion of 18 clock hours of training provided or authorized by the employing county to include but not be limited to classroom management, state and local policies, content standards and objectives, and an overview of school law to include reporting requirements for suspected child abuse. The eighteen clock hours of training may include no more than six clock hours of classroom observation and must have been completed no more than one year prior to the date the application is received by the local education agency. Completion of clinical practice at a West Virginia institution of higher education approved by the WVBE to offer teacher education programs may be used in lieu of the training. The clinical practice must have been completed no more than one year prior to the date the application is received by the local education agency; AND

11.7.a.3.B. Recommendation of Superintendent. – Recommendation of the county superintendent in the county in which the applicant is employed.

11.7.b. Renewal of the Short-Term Substitute Permit. – The applicant for renewal of the Short-Term Substitute Permit must provide evidence of the following:

11.7.b.1. Verification of Training. – Verification of successful completion of 12 clock hours of in-service training provided or authorized by the employing county to include but not be limited to classroom management and teaching strategies. The 12 clock hours of renewal training may include no more than three clock hours of classroom observation and must be completed subsequent to the issuance of the permit being renewed and within the five-year-period immediately preceding the date of application; OR

11.7.b.2. Successful completion of six semester hours of coursework from a regionally accredited institution of higher education as defined in §126-136-4.58. The coursework must be related to the public school program and completed subsequent to the issuance of the permit being renewed and within the five-year-period immediately preceding the date of application; AND

11.7.b.3. Recommendation of Superintendent. – Recommendation of the county superintendent in the county in which the applicant is employed.

11.7.c. Long-Term Substitute Permit for Teaching, Support and Administrative Personnel.

11.7.c.1. General Criteria. – The Initial Long-Term Substitute Permit endorsed for any specialization recognized on the Professional Teaching or Support Certificate may be granted to an individual who is temporarily replacing the professional assigned to a specific position who has completed 1) a minimum of a bachelor's degree through an accredited institution of higher education as defined in §126-136-4.5, or a minimum of a Nursing Diploma/Associate Degree and a valid West Virginia R.N. license; 2) the general requirements specified in §126-136-9; 3) a minimum GPA of 2.0; and 4) the conditions for issuance specified in §126-136-11.7.c.3. A long-term substitute is one who fills a position for more than 30 days.

11.7.c.2. Validity Period. – The Long-Term Substitute Permit shall be valid for no more than three school years and shall expire on June 30 of the last year of its validity.

11.7.c.3. Conditions for Issuance. – The applicant for Long-Term Substitute Permit must submit evidence of satisfying the following:

11.7.c.3.A. Verification of successful completion of 18 clock hours of training provided or authorized by the employing county to include but not be limited to classroom management, state and local policies, content standards and objectives, and an overview of school law to include reporting requirements for suspected child abuse. The 18 clock hours of training may include no more than six clock hours of classroom observation and must have been completed no more than one year prior to the date the application is received by the local education agency. Completion of clinical practice at a West Virginia institution of higher education approved by the WVBE to offer teacher education programs may be used in lieu of the training. The clinical practice must have been completed no more than one year prior to the date the application is received by the local education agency or an individual who possesses a valid Permanent West Virginia Professional Teaching Certificate in another endorsement area; AND

11.7.c.3.B. College/University Coursework. – 12 semester hours of coursework with a minimum GPA of 2.0 for each course from an accredited institution of higher education as defined in §126-136-4.5 in any specialization area recognized on the Professional Teaching or Support Certificate; AND

11.7.c.3.C. Recommendation of Superintendent. – Recommendation of the county superintendent in the county in which the applicant is employed; OR

11.7.c.3.D. Hold an expired West Virginia Professional Certificate or a valid or expired Out-of-State Professional Certificate endorsed for the specialization(s) consistent with the specialization(s) for which the Substitute Permit is requested; applicants for the Long Term Substitute Permit may use the expired West Virginia Professional Certificate or Out-of-State Professional Certificate, as defined above, only one (1) time to obtain a Substitute Permit provided that the Certificate has not been expired for more than five (5) years prior to the date of application. If the Certificate has been expired longer than five (5) years prior to the date of application for the Substitute Permit, the applicant must follow the requirements as listed in §11.7.c.3.A. to obtain the Substitute Permit; AND

11.7.c.3.E. Recommendation of Superintendent. – Recommendation of the county superintendent in the county in which the applicant is employed.

11.7.d. Renewal of the Long-Term Substitute Permit for Teaching, Support and Administrative Personnel. The applicant for renewal of the Long-Term Substitute Permit for Teaching, Support and Administrative Personnel must provide evidence of the following:

11.7.d.1. Verification of Training. – Verification of successful completion of 12 clock hours of in-service training provided or authorized by the employing county to include but not be limited to classroom management and teaching strategies. The 12 clock hours of renewal training may include no more than three clock hours of classroom observation and must have been completed subsequent to the issuance of the permit being renewed and within the five-year-period immediately preceding the date of application; or an individual who possesses a valid Permanent West Virginia Professional Teaching Certificate in another endorsement area; OR

11.7.d.2. Successful completion of six semester hours of coursework from an accredited institution of higher education as defined in §126-136-4.5. The coursework must be related to the public school program and completed subsequent to the issuance of the permit being renewed and within the five-year-period immediately preceding the date of application; AND

11.7.d.3. Recommendation of Superintendent. - Recommendation of the county superintendent in the county in which the applicant is employed.

11.7.e. Substitute Permit for Applicants with a Valid West Virginia Professional Certificate.

11.7.e.1. Substitute Permit Applicants with a Valid West Virginia Professional Certificate. – Any applicant with a valid West Virginia Professional Certificate or a Permit for Non-United States Citizen may apply for a Long-Term Substitute Permit for any specialization area(s) for which s/he qualifies in accordance with §126-136-11.7.c without completing the initial 18 clock hours of training.

11.7.e.2. Renewal of the Substitute Permit issued to Applicants with Valid West Virginia Professional Certificates. – If the applicant keeps the West Virginia Professional Certificate valid, s/he is not required to complete the 12 clock hours of renewal training when renewing the Long-Term Substitute Permit provided all other requirements are met.

11.7.f. Initial Substitute Career and Technical Education Permit.

11.7.f.1. General Criteria. – A Substitute Career and Technical Education Permit for teaching in a Career and Technical Education secondary or adult program may be issued to a person who holds a high school diploma or equivalent, or a degree, if applicable, through an accredited college or university as defined in §126-136-4.5; and has completed: 1) the general requirements specified in §126-136-9; 2) the common conditions for issuance identified in §126-136-11.7.f.3; and 3) the appropriate content-specific conditions for issuance identified in the West Virginia Career and Technical Education Endorsement and Testing Manual maintained on the West Virginia Department of Education website.

11.7.f.2. Validity Period. – The Substitute Career and Technical Permit shall be valid for no more than three school years and shall expire on June 30 of the last year of its validity.

11.7.f.3. Common Conditions for Issuance. – The applicant for the Substitute Career and Technical Education Permit must submit evidence of satisfying all of the following common conditions for issuance AND the appropriate content specific conditions for issuance identified in the West Virginia Career and Technical Education Endorsement and Testing Manual maintained on the West Virginia Department of Education website.

11.7.f.3.A. Wage-Earning Experience. – Verification of the required years of work experience (as described in the West Virginia Career and Technical Education Endorsement and Testing Manual maintained on the West Virginia Department of Education website) by the former employer(s); AND

11.7.f.3.B. Verification of successful completion of 18 clock hours of training provided or authorized by the employing county to include but not be limited to classroom management, state and local policies, instructional goals and objectives, and an overview of school law to include reporting requirements for suspected child abuse. The 18 clock hours of training may include no more than six clock hours of classroom observation and must have been completed no more than one year prior to the date the application is received by the local education agency. Registered Nurses who hold a valid nursing license and are hired as clinical instructors to monitor students in the practical nursing and certified nursing assistant programs are exempt from the 18 hours of training as specified in this section; AND

11.7.f.3.C. Industry Recognized Credentials. – The applicant for the Substitute Career and Technical Education Permit must submit evidence of holding the industry recognized credential(s), if applicable, as identified on the West Virginia Department of Education Website.; AND

11.7.f.3.D. Recommendation of Superintendent, RESA Director, Multi-County Center Director or OIEP Director. – Receive the recommendation of the Superintendent, RESA Director, Multi-County Center Director or OIEP Director; AND

11.7.f.3.E. Substitute Career and Technical Education Permit Applicants with a Valid West Virginia Professional Certificate. – Any applicant with a valid West Virginia Professional Certificate may apply for a Substitute Career and Technical Education Permit for any specialization area(s) for which s/he qualifies in accordance with the appropriate content specific conditions for issuance identified in §126-136-11.7.f.3 without completing the initial 18 clock hours of training.

11.7.g. Renewal of Substitute Career and Technical Education Permit.

11.7.g.1. Conditions for Issuance. – The holder of a Substitute Career and Technical Education Permit must submit evidence of satisfying the following:

11.7.g.1.A. Verification of Training. – Verification of successful completion of 12 clock hours of in-service training provided or authorized by the employing county to include, but not be limited to, classroom management and teaching strategies. The 12 clock hours of renewal training may include no more than three clock hours of classroom observation and must have been completed subsequent to the issuance of the permit being renewed and within the five-year period immediately preceding the date of application; OR

11.7.g.1.B. Successful completion of six semester hours of coursework from a regionally accredited institution of higher education as defined in §126-136-4.60. The coursework must be related to the public school program and completed subsequent to the issuance of the permit being renewed and within the five-year-period immediately preceding the date of application; AND

11.7.g.1.C. Recommendation of Superintendent, RESA Director, Multi-County Center Director, or OIEP Director. – Receive the recommendation of the Superintendent, RESA Director, Multi-County Center Director, or OIEP Director

11.8. Adult Credentials.

11.8.a. Initial Adult Permits and Renewal.

11.8.a.1. General Criteria. – An Adult Permit for teaching in an adult program may be issued to a person who holds a high school diploma, or equivalency, or a degree, if applicable, through an accredited college or university as defined in §126-136-4.5; and has completed 1) the general requirements specified in §126-136-9; and 2) the conditions for issuance identified for the specialization requested.

11.8.a.2. Validity Period. – The Adult Permit endorsed for Adult Basic Education and the Adult Permit endorsed for Emergency Medical Technician (Public Service Training), or Fire Service Training (Public Service Training) shall be valid for five years and shall expire on June 30 of the last year of its validity. These licenses shall not be valid for more than five years. The Adult Part-Time Permit specializations listed on the West Virginia Department of Education website shall be issued permanently.

11.8.b. Initial Adult License Endorsed for Adult Basic Education.

11.8.b.1. The applicant for Initial Adult License Endorsed for Adult Basic Education must submit evidence of satisfying the following:

11.8.b.1.A. A bachelor's degree from an accredited institution of higher education as defined in §126-136-4.5; AND

11.8.b.1.B. Completion of the general requirements specified in §126-136-9; AND

11.8.b.1.C. The minimum GPA specified in §126-136-9.8; AND

11.8.b.1.D. Recommendation of the Superintendent, RESA Director, Multi-County Center Director or OIEP Director. – Receive the recommendation of the Superintendent. RESA, Multi-County Center Director or OIEP Director

11.8.c. The applicant for renewal of the Adult License Endorsed for Adult Basic Education must submit evidence of satisfying the following:

11.8.c.1. College/University Coursework. – Six semester hours of college/university coursework reflecting a 3.0 GPA related to the public school program or related to basic skills content; OR

11.8.c.2. Age 60. – Has reached 60 years of age and presents a photocopy of the birth certificate or official government issued documentation; AND

11.8.c.3. Professional Development Activities. – Adult basic education professional development activities approved by the licensing agency; AND

11.8.c.4. Recommendation of Superintendent, RESA Director, Multi-County Center Director or OIEP Director. – Receive the recommendation of the Superintendent, RESA Director, Multi-County Center Director or OIEP Director.

11.8.d. Permanent Adult Part-Time Permit. – The applicant for the Permanent Adult Part-Time Permit for Part-Time Employment endorsed for Human Service or areas identified in the West Virginia Career and Technical Education Endorsement and Testing Manual maintained on the West Virginia Department of Education website, must submit evidence of satisfying the following:

11.8.d.1. The general criteria specified in §126-136-11.8.a.1; AND

11.8.d.2. Content specified conditions for issuance as identified in the West Virginia Career and Technical Education Endorsement and Testing Manual maintained on the West Virginia Department of Education website.

11.8.d.3 Recommendation of Superintendent, RESA Director, Multi-County Center Director or OIEP Director. – Receive the recommendation of the Superintendent, RESA Director, Multi-County Center Director or OIEP Director.

11.8.e. Initial EMT Adult Part-Time Permit. – The applicant for the Initial EMT (Public Service Training) Adult Part-Time Permit must submit evidence of satisfying the following:

11.8.e.1 General Requirements. - Completion of the general criteria specified in §126-136-11.8.a.1; AND

11.8.e.2. License. – Hold a current WV EMT, WV Paramedic Certification, or National Registry EMT or Paramedic license; AND

11.8.e.3 Experience. – Complete four years of recent volunteer or paid work experience, which may include emergency room or emergency medical care, beyond the training period in the occupation to be taught; AND

11.8.e.4. Test. – Scores reflecting a minimum of 85% on a WVDE approved examination; AND

11.8.e.5. Certification. – Hold current CPR instructor certification; AND

11.8.e.6. Professional Development Activities. – Complete an approved instructor course; AND

11.8.e.7. Field-Based Experience. – Successfully complete the EMT field-based experience; AND

11.8.e.8. Recommendation of Superintendent or RESA Director. – Receive the recommendation of the Superintendent/RESA Director

11.8.f. Renewal of the Emergency Medical Technician Adult Part-Time Permit. – The applicant for renewal of the EMT Adult Part-Time Permit must submit evidence of satisfying the following:

11.8.f.1. License. – Hold a current WV EMT, WV Paramedic Certification, or National Registry EMT or Paramedic license; AND

11.8.f.2. Certification. – Hold current CPR instructor certification; AND

11.8.f.3. Teaching Experience. – Complete 30 hours of teaching activity in EMS or related courses subsequent to the issuance of the license being renewed; AND

11.8.f.4. Serve as an evaluator for at least one practical examination subsequent to the issuance of the license being renewed; AND

11.8.f.5. Attend at least three approved instructor seminars subsequent to the issuance of the license being renewed; AND

11.8.f.6. Recommendation of the Superintendent or RESA Director. – Receive the recommendation of the Superintendent or RESA Director of the county/RESA in which the applicant teaches or last taught.

11.8.g. Initial Fire Service Training Adult Part-Time Permit. – The applicant for the Initial Fire Service Training (Public Service Training) Adult Part-Time Permit must submit evidence of satisfying the following:

11.8.g.1 General Requirements. - Completion of the general criteria specified in §126-136-11.8.a.1; AND

11.8.g.2. Experience. – Complete four years of volunteer or paid work experience in the field of fire service; AND

11.8.g.3. Professional Development Activities. – Complete an approved instructor training program and successfully complete the field-based experience in fire instructor training and provide verification of completion of required training in firefighting and hazardous materials, AND

11.8.g.4. Certification. – Hold current CPR certification; and First Aid or Advanced EMS certification AND

11.8.g.5. Receive the recommendation of the county superintendent or RESA Director. – Receive the recommendation of the superintendent or RESA Director; AND

11.8.g.6. Test scores reflecting a minimum of 85% on a WVDE approved examination.

11.8.h. Renewal of the Fire Service Training Adult Part-Time Permit. – The applicant for licensure must submit evidence of satisfying the following:

11.8.h.1. Teaching Experience. – Complete 30 hours of teaching activity in an approved fire service or related course subsequent to the issuance of the license being renewed; AND

11.8.h.2. Professional Development Activities. – Attend at least three approved instructor seminars subsequent to the issuance of the license being renewed; AND

11.8.h.3. Recommendation of the Superintendent or RESA Director. – Receive the recommendation of the Superintendent or RESA Director.

11.8.i. Permanent Adult Permit Endorsed for Business. – The applicant for the Permanent Adult Permit Endorsed for Business must submit evidence of satisfying the following:

11.8.i.1. Wage-Earning Experience. – Compete three years (6,000 clock hours) of successful wage-earning experience in the occupation for which licensure is requested; AND

11.8.i.2. Recommendation of Superintendent. – Receive the recommendation of the county superintendent in the county in which the applicant teaches.

11.9. Authorizations Issued to Educators.

11.9.a. General Criteria. – An Authorization may be issued to a person who has completed: 1) the minimum of a bachelor's degree or a master's degree as specified in Appendix A through an accredited institution of higher education as defined in §126-136-4.5, if applicable; 2) the general requirements specified in §126-136-9, with the exception of citizenship as noted for coaches; 3) the minimum GPA specified in §126-136-9.8, if applicable; and 4) the conditions for issuance specified for the specialization or concentration for which licensure is requested. The Authorization shall be

endorsed to indicate the specialization(s) and/or concentration(s) and grade levels in which the holder can be legally assigned within the public schools. The Authorization may be issued to an individual who is assigned to a position for which a specialization related to public school instruction or a public school program does not exist on the Professional or Career and Technical Education Certificate.

11.9.b. Validity Period. – An Authorization shall be valid for one school year and shall expire on June 30, unless language herein extends the validity period. An applicant employed in a specialization other than coaching on or after January 1 may be issued an Authorization valid until June 30 of the following school year. The Authorization endorsed for coaching shall expire June 30 of the current school year.

11.9.c. Conditions for Issuance. – The applicant for an Authorization must submit evidence of satisfying the specific conditions for issuance for the specialization for which licensure is requested:

11.9.c.1. Out-of-Field Authorization for Teaching.

11.9.c.1.A. Initial Out-of-Field Authorization for Teaching. – The applicant must submit evidence of satisfying the following:

11.9.c.1.A.1. Valid Certificate. – Hold a valid West Virginia Professional Teaching Certificate; AND

11.9.c.1.A.2. Board of Education Approval. – Receive approval from the local board of education; AND

11.9.c.1.A.3. Professional Commitment. – Submit the Professional Commitment verifying that the applicant is enrolled in an institution of higher education's state approved program; AND

11.9.c.1.A.4. Recommendation of Superintendent. – Receive the recommendation of the county superintendent verifying that the applicant is the most qualified or only candidate for the position.

11.9.c.1.A.5. Limitations. – Out-of-Field Authorizations are restricted to teaching specializations and will be granted only if the applicant does not qualify for a First-Class/Full-Time Permit.

11.9.c.1.A.6. Extension. – An Out-of-Field Authorization may be extended as indicated in §126-136-14.4.

11.9.c.1.B. Renewal of the Out-of-Field Authorization for Teaching. – The applicant for licensure must submit evidence of satisfying the following:

11.9.c.1.B.1. Valid Certificate. – Hold a valid West Virginia Professional Teaching Certificate; AND

11.9.c.1.B.2. College/University Coursework. – Complete six semester hours of college/university coursework reflecting a 3.0 GPA within an institution of higher education's state

approved program in any or a combination of the specializations for which the Out-of-Field Authorization is granted; AND

11.9.c.1.B.3. Recommendation of Institution of Higher Education. – Obtain the recommendation of the designated official at the college or university through which the program is being completed, verifying that the coursework completed is part of the institution of higher education's state-approved program; AND

11.9.c.1.B.4. Recommendation of Superintendent. – Receive the recommendation from the county superintendent in the county in which the applicant is employed.

11.9.c.1.C. Initial Authorization for Alternative Education. – The applicant for licensure must provide evidence of satisfying the following:

11.9.c.1.C.1. West Virginia Professional Teaching Certificate. – Hold a valid West Virginia Professional Teaching Certificate; AND

11.9.c.1.C.2. Recommendation of Superintendent. – Receive the recommendation from the county superintendent verifying that the applicant is the most qualified candidate for the position and meets the selection criteria for being able to work with troubled and disruptive youth as established in W. Va. 126CSR20 WVBE Policy 4373, Expected Behavior in Safe and Supportive Schools, hereinafter Policy 4373.

11.9.c.1.D. Renewal of the Authorization for Alternative Education. – The applicant for licensure must provide evidence of satisfying the following:

11.9.c.1.D.1. Valid Certificate. – Hold a valid West Virginia Professional Teaching Certificate; AND

11.9.c.1.D.2. Recommendation of Superintendent. - Receive the recommendation from the county superintendent verifying that the applicant is the most qualified candidate for the position.

11.9.c.1.E. Initial Authorization for Career and Technical Education Courses. – To teach each of the concentration introductory courses identified below, the applicant for licensure must provide evidence of satisfying the following requirements:

11.9.c.1.E.1. Health Care Fundamentals. – Hold a Professional Teaching Certificate endorsed for biology, chemistry, general science or health; AND

11.9.c.1.E.2. Professional Development Activities. – Complete WVDE sponsored professional development; AND

11.9.c.1.E.3. Recommendation of Superintendent. – Receive the recommendation of the county superintendent in the county in which the applicant is employed with verification that there is no available candidate with the required certification.

11.9.c.1.F. Renewal of the Authorization for Career and Technical Education Courses. – The applicant for licensure must provide evidence of satisfying the following:

11.9.c.1.F.1. Health Care Fundamentals. – Complete WVDE sponsored professional development activities; AND

11.9.c.1.F.2. Recommendation of Superintendent. – Receive the recommendation of the county superintendent in the county in which the applicant is employed with verification that there is no available candidate with the required certification.

11.9.c.1.G. Initial Authorization for Chief School Business Official. – The applicant for licensure must provide evidence of satisfying the following:

11.9.c.1.G.1. Degree. – Hold a minimum of a bachelor's degree including 24 semester hours of coursework in accounting completed with a minimum of a 2.5 G.P.A. AND

11.9.c.1.G.2. Recommendation of Superintendent. – Receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position.

11.9.c.1.H. Renewal of the Authorization for Chief School Business Official. – The applicant for licensure must provide evidence of satisfying the following:

11.9.c.1.H.1. Professional Development Activities. – Complete 15 clock hours annually of in-service credit offered or approved by the licensing agency; AND

11.9.c.1.H.2. Recommendation of the Superintendent. – Receive the recommendation of the county superintendent in the county in which the applicant is or was employed.

11.9.c.1.I. Initial Authorization for Coaching. – The applicant for licensure must provide evidence of satisfying the following:

11.9.c.1.I.1. High School Diploma or TASC. – Hold a minimum of a high school diploma or TASC; AND

11.9.c.1.I.2. Contract. – Be employed under a contract with a board of education to serve as a coach; AND

11.9.c.1.I.3. Professional Development Activities. – Complete approved training if the sport falls within the jurisdiction of the West Virginia Secondary School Activities Commission, hereinafter WVSSAC, or approved local board of education training if the sport is not within the jurisdiction of the WVSSAC; AND

11.9.c.1.I.4. Recommendation of Superintendent. – Receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position.

11.9.c.1.I.5. Continued Employment. – A coach who previously received an Authorization based on less than a high school diploma or TASC and has no break in service may continue to receive an Authorization.

11.9.c.1.I.6. Exemption. – A coach is exempt from meeting the citizenship requirement.

11.9.c.1.J. Renewal of the Authorization for Coaching. – The applicant for licensure must provide evidence of satisfying the following:

11.9.c.1.J.1. Contract. – Be employed under a contract with a WV county board of education to serve as a coach; AND

11.9.c.1.J.2. Recommendation of Superintendent. – Receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position.

11.9.c.1.K. Permanent Authorization for Grade Modification. – The applicant for licensure must provide evidence of satisfying the following:

11.9.c.1.K.1. Valid license. – Hold a valid license reflecting an endorsement(s) listed in the West Virginia Career and Technical Education Endorsement and Testing Manual maintained on the West Virginia Department of Education website; AND

11.9.c.1.K.2. Recommendation of the Superintendent. – Receive the recommendation of a county superintendent.

11.9.c.1.L. Initial Authorization for Jobs for West Virginia Graduates Program. – The applicant for licensure must provide evidence of satisfying the following:

11.9.c.1.L.1. Degree. – Hold a minimum of a bachelor's degree from an accredited institution of higher education, as defined in §126-136-4.5; AND

11.9.c.1.L.2. Employment. – Is employed as a teacher in the Jobs for West Virginia's Graduates Program; AND

11.9.c.1.L.3. Recommendation of the Superintendent. – Receive the recommendation of the county superintendent in the county in which the applicant is employed.

11.9.c.1.M. Renewal of the Authorization for Jobs for West Virginia's Graduates Program. – The applicant for licensure must provide evidence of satisfying the following:

11.9.c.1.M.1. Employment. – Is employed as a teacher in the Jobs for West Virginia's Graduates Program; AND

11.9.c.1.M.2. Recommendation of the Superintendent. – Receive the recommendation of the county superintendent in the county in which the applicant is employed.

11.9.c.1.N. Initial Authorization and Renewal for Junior Reserve Officers' Training Corps, hereinafter ROTC, Program. – The applicant for licensure must provide evidence of satisfying the following:

11.9.c.1.N.1. Hold Junior ROTC Instructor certification awarded by a branch of the United States Branch Military.

11.9.c.1.N.2. Recommendation of Superintendent. – Receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position.

11.9.c.1.O. Initial Authorization for Licensed Psychologist for Test Administration and Interpretation. – The applicant for licensure must provide evidence of satisfying the following:

11.9.c.1.O.1. Valid License. – Provide a photocopy of a valid license issued by the West Virginia Board of Examiners of Psychologists; AND

11.9.c.1.O.2. Academic and Experiential Background. – Provide evidence of academic and/or experiential background in educational and psychological foundations, theoretical foundation of statistical, testing, and research techniques, and collecting data to identify children with specialized needs; AND

11.9.c.1.O.3. Experience in Test Administration and Interpretation. – Provide evidence of experience in test administration and interpretation with school age populations; AND

11.9.c.1.O.4. Recommendation of Superintendent. – Receive the recommendation of the county superintendent in the county in which the applicant is employed.

11.9.c.1.O.5. Limitations. – A licensed psychologist providing services on an Authorization is restricted to test administration and interpretation.

11.9.c.1.P. Renewal of the Authorization for Licensed Psychologist for Test Administration. – The applicant must submit evidence of satisfying the following:

11.9.c.1.P.1. Valid License. – Provide a photocopy of a valid license issues by the West Virginia Board of Examiners for Psychologists; AND

11.9.c.1.P.2. Recommendation of Superintendent. – Receive the recommendation of the county superintendent in the county in which the applicant is or was employed.

11.9.c.1.Q. Initial Temporary Authorization for School Nutrition Director. – The applicant for licensure must provide evidence of satisfying the following:

11.9.c.1.Q.1. Degree. – Hold a minimum of a bachelor's degree including six semester hours of coursework in nutrition, food, and/or food service management; AND

11.9.c.1.Q.2. Recommendation of the Superintendent. – Receive the recommendation of the county superintendent in the county in which the applicant is employed verifying that the applicant is the most qualified candidate for the position.

11.9.c.1.R. Renewal of the Temporary Authorization for School Nutrition Director. – The applicant for licensure must provide evidence of satisfying the following:

11.9.c.1.R.1. Professional Development Activities. – Completion of 15 clock hours of in-service credit related to child nutrition programs and offered or approved by the WVDE; AND

11.9.c.1.R.2. Recommendation of the Superintendent. – Receive the recommendation of the county superintendent in the county in which the applicant is employed.

11.9.c.1.S. Initial Authorization for Speech Assistant. – The applicant for the licensure must provide evidence of satisfying the following:

11.9.c.1.S.1. Degree. – Hold a minimum of a bachelor's degree in speech pathology or communication disorders from an accredited institution; AND

11.9.c.1.S.2. Employment. – Is employed as a speech assistant by a West Virginia county board of education; AND

11.9.c.1.S.3. Recommendation of the Superintendent. – Receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position and that no fully West Virginia-certified speech-language pathologist has applied for the available position.

11.9.c.1.T. Renewal of the Authorization for Speech Assistant. – The applicant for the licensure must provide evidence of satisfying the following:

11.9.c.1.T.1. Professional Development Activities. – Complete professional development activities as designated by the WVDE; AND

11.9.c.1.T.2. Employment. – Is employed as a speech assistant by a West Virginia county board of education; AND

11.9.c.1.T.3. Recommendation of the Superintendent. – Receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position and that no fully West Virginia-certified speech-language pathologist has applied for the available position.

11.9.c.1.U. Permanent Authorization for Speech and Hearing Therapy or Educational Audiology, birth through adult. – The applicant for licensure must provide evidence of satisfying the following:

11.9.c.1.U.1. Valid License. – Hold a valid West Virginia Professional Certificate endorsed for speech and hearing therapy or educational audiology; AND

11.9.c.1.U.2. Recommendation of the Superintendent. – Receive the recommendation of the county superintendent in the county in which the applicant is employed.

11.9.c.1.U.3. Limitations. – The Authorization shall remain valid provided the applicant maintains her/his Professional Certificate endorsed for speech and hearing therapy or educational audiology. The Authorization shall be valid in any county in West Virginia.

11.9.c.1.V. Initial Authorization for Curriculum/Cultural Enrichment. – The applicant for licensure must meet the following criteria:

11.9.c.1.V.1. Degree. – Hold a minimum of a bachelor's degree from an accredited institution of higher education as defined in §126-136-4.5; AND

11.9.c.1.V.2. Employment. – Is employed by a West Virginia county board of education to provide curriculum/culture enrichment is accordance with locally adopted policy that provides assurance that such personnel do not replace a fully state certified educator; AND

11.9.c.1.V.3. Recommendation of the Superintendent. – Receive the recommendation of the county superintendent in which the applicant is employed.

11.9.c.1.W. Renewal of the Authorization for Curriculum/Cultural Enrichment. – The applicant for licensure must the following criteria:

11.9.c.1.W.1. Employment. – Is employed by a West Virginia county board of education to provide curriculum/cultural enrichment in accordance with locally adopted policy that provides assurance that such personnel do not replace a fully state certified educator; AND

11.9.c.1.W.2. Recommendation of the Superintendent. – Receive the recommendation of the county superintendent in which the applicant is employed.

11.9.c.1.X. Initial Temporary Reading Authorization. – The applicant for licensure must meet the following criteria:

11.9.c.1.X.1. Valid Certificate. – Hold a valid Professional Teaching Certificate endorsed for Multi-Subjects (K-8) or Elementary Education (1-8); AND

11.9.c.1.X.2. Employment. – Is employed to provide reading instruction in grades seven and eight by a West Virginia county board of education whose local policy provides assurance that such personnel do not replace a fully state certified educator; AND

11.9.c.1.X.3. Recommendation of the Superintendent. - Receive the recommendation of the county superintendent in which the applicant is employed.

11.9.c.1.Y. Renewal of the Temporary Authorization for Reading. – The applicant for licensure must meet the following criteria:

11.9.c.1.Y.1. Employment. – Is employed to provide reading instruction in grades seven and eight by a West Virginia county board of education whose local policy provides assurance that such personnel do not replace a fully state certified educator; AND

11.9.c.1.Y.2. Recommendation of the Superintendent. – Receive the recommendation of the county superintendent in which the applicant is employed.

11.9.c.1.Z. Initial Temporary Authorization for Technology Integration Specialist. – The Temporary Authorization for Technology Integration Specialist is valid for one year and is eligible for one renewal in the year immediately following the initial authorization for technology integration specialist. The applicant for licensure must provide evidence of satisfying the following criteria:

11.9.c.1.Z.1. Degree. – Hold a minimum of a bachelor's degree; AND

11.9.c.1.Z.2. Valid Certificate. – Hold a valid West Virginia Professional Certificate; AND

11.9.c.1.Z.3. Professional Development. – Completion of up to 40 days (320 clock hours) of professional development credit related to technology integration programs offered or approved by the WVDE; AND

11.9.c.1.Z.4. Recommendation of the Superintendent. – Receive the recommendation of the county superintendent in the county in which the applicant is employed.

11.9.c.1.AA. Renewal of the Temporary Authorization for Technology Integration Specialist. – The applicant for licensure must provide evidence of satisfying the following:

11.9.c.1.AA.1. Professional Development Activities. – Acceptance into the WVDE Technology Integration Specialist Cohort. Upon completion of the required 320 hours of training the educator may apply for the Advanced Credential endorsed for Technology Integration Specialist; AND

11.9.c.1.AA.2. Recommendation. – Receive the recommendation of the county superintendent in the county in which the applicant is employed.

11.9.c.1.BB. Initial Authorization for School Nurse. – The applicant for licensure must provide evidence of satisfying the following criteria:

11.9.c.1.BB.1. Degree. – 1) Hold a minimum of a Nursing Diploma/Associate Degree; AND 2) hold a valid R.N. license issued by the West Virginia Board of Examiners; AND 3) is employed to meet student health care needs after the ratio set forth in W. Va. Code §18-5-22 is met; OR 4) is employed when no applicants meet the school nurse certification requirements as defined in §126-136-10.3; AND

11.9.c.1.BB.2. Professional Development Activities. – Must complete the School Nurse orientation professional development activities provided or approved by the WVDE; AND

11.9.c.1.BB.3. Employment. – Is employed to meet student health care needs by a West Virginia county board of education; AND

11.9.c.1.BB.4. Recommendation of the Superintendent. – Receive the recommendation of the county superintendent verifying that the applicant is: 1) being employed to meet student health care needs after the ratio set forth in W. Va. Code §18-5-22 is met; OR 2) the most qualified candidate for the position in which no applicant meeting the School Nurse Certification requirements as defined in §126-136-10.3 has applied.

11.9.c.1.CC. Renewal of the Authorization for School Nurse. – The applicant for licensure must prove evidence of satisfying the following criteria:

11.9.c.1.CC.1. Licensure. – Hold a Valid R.N. license issued by the West Virginia Board of Examiners; AND

11.9.c.1.CC.2. Professional Development Activities. – Must complete a minimum of 12 continuing education contact hours in school health or pediatric medicine topics provided or approved by the WVDE; AND

11.9.c.1.CC.3. Employment. – Is employed to meet student health care needs by a West Virginia county board of education; AND

11.9.c.1.CC.4. Recommendation of the Superintendent. – Receive the recommendation of the county superintendent verifying that the applicant is: 1) being employed to meet student health care needs after the ratio set forth in W. Va. Code §18-5-22 is met; OR 2) the most qualified candidate for the position in which no applicant meeting the School Nurse Certification requirements as defined in §126-136-10.3 has applied.

11.9.c.1.DD. Permanent Authorization for Community Programs. – The applicant for licensure must submit evidence of satisfying the following after August 1, 2013:

11.9.c.1.DD.1. Degree. – The minimum of a bachelor's degree in child development, early childhood, or occupational development with an emphasis in child development/early childhood; AND

11.9.c.1.DD 2. Specialized Training. – Verification of coursework and/or professional development, approved by the WVDE, in the areas of preschool special education, child development, preschool curriculum, early language and literacy, assessment of young children, and family and community involvement; AND

11.9.c.1.DD.3. Experience. – Verification of at least one year of early education teaching experience; AND

11.9.c.1.DD.4. Recommendation. – Receive the recommendation of the superintendent of the county contracting services through the community program OR the director of the community program under contract by the county board of education.

11.9.c.1.EE. Initial Temporary Authorization for Community Programs. – The applicant for licensure must submit evidence of satisfying the following after August 1, 2013:

11.9.c.1.EE.1. Degree. – The minimum of a bachelor's degree in child development, early childhood, or occupational development with an emphasis in child development/early childhood; AND

11.9.c.1.EE.2. Experience. – Verification of at least one year of early education teaching experience; AND

11.9.c.1.EE.3. Commitment. – Submission of commitment verifying the applicant's agreement to complete coursework and/or professional development, approved by the WVDE, in the areas of preschool special education, child development, preschool curriculum, early language and literacy, assessment of young children, and family and community involvement; AND

11.9.c.1.EE.4. Recommendation.– Receive the recommendation of the superintendent of the county contracting services through the community program OR the director of the community program under contract by the county board of education.

11.9.c.1.FF. Renewal of the Temporary Authorization for Community Programs. – The applicant for licensure must submit evidence of satisfying the following:

11.9.c.1.FF.1. Coursework/Professional Development. – Six semester hours of unduplicated coursework or equivalent professional development approved by the WVDE in the areas of preschool special education, child development, preschool curriculum, early language and literacy, assessment of young children, and family and community involvement or coursework leading to teacher licensure in Early Education, Preschool Education, or Preschool Special Needs; AND

11.9.c.1.FF.2. Recommendation. – Receive the recommendation of the superintendent of the county contracting services through the community program OR the director of the community program under contract by the county board of education.

11.9.c.1.GG. Permanent Authorization for United States History to 1900. – The applicant for licensure must submit evidence of the following:

11.9.c.1.GG.1. Valid License. – Hold a valid Professional Teaching Certificate endorsed to teach Social Studies through the ninth grade; AND

11.9.c.1.GG.2. Experience. – Verification of at least one year of successful experience teaching the United States History through 1900 course; AND

11.9.c.1.GG.3. Recommendation. – Receive the recommendation of the county superintendent in which the applicant is employed.

11.9.c.1.HH. Initial Temporary Authorization for Technology Systems Specialist. – A person assigned to support and maintain local area networks, servers, computer workstations, or other computer related systems or technologies. After July 1, 2010, all individuals working as Technology System Specialists must hold a Temporary Authorization for Technology System Specialists. The Temporary Authorization for Technology Systems Specialist is valid for one year and shall expire on June 30. The applicant for licensure must provide evidence of satisfying the following criteria:

11.9.c.1.HH.1. Degree. – Hold a minimum of an associate's degree from an accredited institution of higher education, as defined in §126-136-4.5; AND

11.9.c.1.HH.2. Certification. – Possess at minimum two valid Basic Level Technology Certifications or one valid Advanced Level Certification as approved by the WVDE; AND

11.9.c.1.HH.3. Recommendation. – Receive the recommendation of the county superintendent.

11.9.c.1.II. Renewal of the Temporary Authorization for Technology Systems Specialists. – The applicant for licensure must provide evidence of satisfying the following:

11.9.c.1.II.1. Professional Development Activities. – Completion of at least 12 clock hours annually of in-service credit offered or approved by the WVDE; AND

11.9.c.1.II.2. Recommendation. – Receive the recommendation of the county superintendent.

11.9.c.1.JJ. Permanent Authorization for Technology Systems Specialists. – The applicant for licensure must provide evidence of satisfying the following:

11.9.c.1.JJ.1. Three Consecutive Years. – Held an initial authorization endorsed for Technology Systems Specialists AND completed two renewals of the TSS authorization. The credential must have been held three consecutive years without lapse; AND

11.9.c.1.JJ.2. Recommendation. – Receive the recommendation of the county superintendent.

11.9.c.1.KK. Initial Temporary Authorization for Option Pathway Teacher beginning July 1, 2013. The applicant for licensure must submit evidence of the following:

11.9.c.1.KK.1. Degree. – Hold a valid Professional Teaching Certificate in any endorsement, grades K-12.

11.9.c.1.KK.2. Commitment. – Submission of commitment verifying the applicant's agreement to complete the required Option Pathway orientation professional development approved by the WVDE.

11.9.c.1.KK.3. Recommendation. – Receive the recommendation of the county superintendent in which the applicant is employed.

11.9.c.1.LL. Renewal of the Temporary Authorization for the Option Pathway Teacher:

11.9.c.1.LL.1. Professional Development Activities. – Completion of at least six clock hours annually of unduplicated professional development offered or approved by the WVDE; AND

11.9.c.1.LL.2. Recommendation. – Receive recommendation of the county superintendent in which the applicant is employed.

11.9.c.1.MM. Permanent Authorization for Math I. – The applicant for licensure must submit evidence of the following:

11.9.c.1.MM.1. Valid License. – Hold a valid Professional Teaching Certificate endorsed to teach General Math through Algebra I at the 5-9 OR 5-Adult programmatic level; AND

11.9.c.1.MM.2. Professional Development Activities. – Complete WVDE-sponsored professional development; AND

11.9.c.1.MM.3. Recommendation. – Receive the recommendation of the county superintendent in which the applicant is employed.

11.9.c.1.NN. Permanent Authorization for National Guard Youth Challenge, hereinafter NGYC, Program. – The applicant for licensure must provide evidence of satisfying the following:

11.9.c.1.NN.1. Hold NGYC Basic-NCI Basic Course Certificate by the Office of Athletics and Youth Development, National Guard Bureau, AND

11.9.c.1.NN.2. Recommendation of Superintendent. – Receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position.

11.9.c.1.OO. Permanent Authorization for Career and Technical Education for Middle School Education. – The applicant for licensure must provide evidence of satisfying the following:

11.9.c.1.OO.1. Hold a valid Career and Technical Education Certificate AND

11.9.c.1.OO.2. Recommendation of Superintendent. – Receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position.

11.9.c.1.PP. Initial Authorization for Professional Accountant. – Individuals employed as a Professional Accountant on or after July 1, 2014 must meet the licensure requirement in this section. Individuals employed as a Professional Accountant prior to July 1, 2014 must meet the licensure requirements in this section by June 30, 2016. The applicant for licensure must provide evidence of satisfying the following:

11.9.c.1.PP.1. Degree. – Hold a minimum of a bachelor's degree including 24 semester hours of coursework in accounting completed with a minimum of a 2.5 G.P.A. AND

11.9.c.1.PP.2. Recommendation of Superintendent. – Receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position.

11.9.c.1.QQ. Renewal of the Authorization for Professional Accountant. – The applicant for licensure must provide evidence of satisfying the following:

11.9.c.1.QQ.1. Professional Development Activities. – Complete six clock hours annually of in-service credit offered or approved by the WVDE; AND

11.9.c.1.QQ.2. Recommendation of the Superintendent. – Receive the recommendation of the county superintendent in the county in which the applicant is or was employed.

11.9.c.1.RR. Initial Authorization for Temporary Driver Education Teacher. - The individual, when providing instruction in the public schools, may only be employed under a contract with the respective county board of education. The contract shall specify the duties to be performed, a rate of pay that is equivalent to the rate of pay for professional educators in the district who accept similar duties as extra duty assignments and provides that the county board of education maintain liability insurance associated with the activity. The applicant for licensure must provide evidence of satisfying the following:

11.9.c.1.RR.1. Degree. - Hold a minimum of a B.A./B.S. degree in any field of study or a high school diploma with 5 years of documented professional experience as a driving instructor. AND

11.9.c.1.RR.2. The individual completes an orientation program designed and approved by the WVDE; AND

11.9.c.1.RR.3. The individual has held a valid motor vehicle operator's license for the past five years; AND

11.9.c.1.RR.4. The individual possesses good health and is free from impairments that would adversely affect the safety of pupils and the general public;

11.9.c.1.RR.5. The individual has a satisfactory driving record confirmed and approved through the Accident Prevention Bureau, West Virginia Department of Public Safety and/or DMV; AND

11.9.c.1.RR.6. The individual has completed defensive driving training; AND

11.9.c.1.RR.7. The individual has not accumulated more than nine points on his/her DMV record at any time during the past five years; AND

11.9.c.1.RR.8. The individual has not been convicted and/or has not had a DMV suspension or revocation of license on a charge of operating a motor vehicle while under the influence of alcohol, controlled substance, any other drugs or the combination thereof and has not operated a motor vehicle while under the influence of same as established by a preponderance of evidence, such a positive breath or blood test, or field sobriety test, notwithstanding the lack of a conviction or DMV suspension or revocation; AND

11.9.c.1.RR.9. Completion of RESA Substitute Training Course unless the individual possesses a valid West Virginia Professional Teaching Certificate; AND

11.9.c.1.RR.10. The individual applying for the permit or certificate is subject to a criminal history check.

11.9.c.1.RR.11. Recommendation of the Superintendent.

11.9.c.1.SS.1. Renewal of the Authorization for Temporary Driver Education Teacher applicant for licensure must provide evidence of satisfying the following criteria:

11.9.c.1.SS.1. Copy of Valid RESA Substitute Training or Valid WV Professional Teaching Certificate; AND

11.9.c.1.SS.2. Verification of Six Hours of Coursework towards Driver Education Certification; OR

11.9.c.1.SS.2.A. Three Hours of Approved Professional Learning by the WVDE; AND

11.9.c.1.SS.3. Verification of Completion of Driver's Education Clinical Experience with a Certified, Current Driver Education Teacher; AND

11.9.c.1.SS.4. Copy of Current Driver's License; AND

11.9.c.1.SS.5. Copy of Current Driving Record; AND

11.9.c.1.SS.6. Recommendation of the Superintendent

§126-136-12. Early Childhood Classroom Assistant Teacher Authorization and Paraprofessional Certification.

12.1. Early Childhood Classroom Assistant Teacher Authorization.

12.1.a. Initial Early Childhood Classroom Assistant Teacher I. – Temporary Authorization.

12.1.a.1. Validity Period. – Initial Early Childhood Classroom Assistant Teacher I– Temporary Authorization shall be valid for one school year and may be renewed twice.

12.1.a.2. General Criteria. – An Early Childhood Classroom Assistant Teacher I- Temporary Authorization for working in a Pre-Kindergarten or Kindergarten classroom may be issued to a person who is currently employed as an Early Childhood Classroom Assistant Teacher and holds a high school diploma, TASC, or equivalent, or a degree, if applicable, through an accredited institution of higher education as defined in §126-136-4.58. Beginning July 1, 2014, any person previously employed as an aide in a pre-kindergarten or kindergarten program (refer to W. Va. Code §18-5-18,) and who is employed in the same capacity on and after that date and any new person employed in that capacity in a pre-kindergarten or kindergarten program on and after that date shall hold the position of either Early Childhood Classroom Assistant Teacher I, Early Childhood Classroom Assistant Teacher II, or Early Childhood Classroom Assistant Teacher III. Any person employed as an aide in a pre-kindergarten or kindergarten program on or before July 1, 2014 and is eligible for full retirement benefits before July 1,

2020, may remain employed as an aide in that position and upon application, shall be granted an Early Childhood Classroom Assistant Teacher II, permanent authorization by the State Superintendent pursuant to W. Va. Code §18-2a-3.

12.1.a.3. General Conditions for Issuance of Initial Early Childhood Classroom Assistant Teacher I – Temporary Authorization. – The applicant for licensure must submit evidence of satisfying the following:

12.1.a.4. Degree. – The minimum of a high school diploma, TASC, or equivalent, or a degree, if applicable, through an accredited institution of higher education as defined in §126-136-4.58; AND

12.1.a.5. Commitment. – Submission of commitment verifying the applicant's agreement to complete coursework, approved by the WVDE, in the areas of preschool special education, child development, and early childhood language and literacy.

12.1.a.6. Academic Assessment. - Applicants hired by a county board of education must have met a rigorous standard of quality and demonstrate, through a formal state approved academic assessment which includes a measurement of: 1) knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; and 2) knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate. Applicants that have taken and passed the current state competency exam for aides, administered by the county, developed pursuant to W. Va. Code §18A-4-8e have satisfied this requirement; OR

12.1.a.7. Expired Initial Professional or Professional Teaching Certificate. – Hold a valid or expired Initial Professional or Professional Teaching Certificate or its equivalent; AND

12.1.a.8. Recommendation. – Receive the recommendation of the superintendent of the county OR the director of the community program under contract by the county board of education.

12.1.b. Renewal of Initial Early Childhood Classroom Assistant Teacher I – Temporary Authorization. – The applicant for licensure must submit evidence of satisfying the following:

12.1.b.1. Coursework. – Complete a minimum of three semester hours of unduplicated coursework approved by the WVDE in the areas of early childhood special education, child development, and early childhood language and literacy OR verification of completion of semester hours for the Apprenticeship for Child Development Specialists (ACDS) reflected through a seal-bearing certificate issued by the Apprenticeship for Child Development Program OR verification of semester hours for Child Development Associate (CDA) Credential verified by a CDA Advisor's signature; AND

12.1.b.2. Recommendation. – Receive the recommendation of the superintendent of the county contracting services through the community program OR the director of the community program under contract by the county board of education.

12.1.c. Early Childhood Classroom Assistant Teacher II. – Permanent Authorization.

12.1.c.1. Validity Period. – The Early Childhood Classroom Assistant Teacher II– Permanent Authorization shall continue to be valid unless surrendered, suspended or revoked.

12.1.c.2. General Criteria. – A Early Childhood Classroom Assistant Teacher II– Permanent Authorization for working in a Pre-Kindergarten or Kindergarten classroom may be issued to a person who is currently employed as an Early Childhood Classroom Assistant Teacher and holds a high school diploma, TASC, or equivalent, or a degree, if applicable, through an accredited institution of higher education as defined in §126-136-4.58 and has completed the required West Virginia Department of Education approved coursework. Beginning July 1, 2014, any person previously employed as an aide in a pre-kindergarten or kindergarten program (refer to W. Va. Code §18-5-18,) and who is employed in the same capacity on and after that date and any new person employed in that capacity in a pre-kindergarten or kindergarten program on and after that date shall hold the position of aide and either Early Childhood Classroom Assistant Teacher-I, Early Childhood Classroom Assistant Teacher- II or Early Childhood Classroom Assistant Teacher- III. Any person employed as an aide in a pre-kindergarten or kindergarten program on or before July 1, 2014 and is eligible for full retirement benefits before July 1, 2020 may remain employed as an aide in that position and upon application shall be granted and Early Childhood Classroom Assistant Teacher II, permanent authorization by the State Superintendent of Schools pursuant to section W. Va. Code §18-2a-3.

12.1.c.3. General Conditions for Issuance. – Beginning July 1, 2014, the applicant for licensure must submit evidence of satisfying the following requirements:

12.1.c.4. Academic Assessment. – Applicant's hired by a county board of education must have met a rigorous standard of quality and demonstrate, through a formal state approved academic assessment which includes a measurement of: 1) knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; and 2) knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate. Applicants that have taken and passed the current state competency exam for aides, administered by the county, developed pursuant to W. Va. Code §18A-4-8e have satisfied this requirement; OR

12.1.c.5. Expired Initial Professional or Professional Teaching Certificate. - Hold a valid or expired Initial Professional or Professional Teaching Certificate or its equivalent; AND

12.1.c.6. Coursework. – Complete coursework approved by the WVDE in the areas of early childhood special education, child development, and early childhood language and literacy OR verification of completion of the Apprenticeship for Child Development Specialists (ACDS) program reflected through an official seal-bearing certificate issued by the United States Department of Labor OR verification of completion of the Child Development Associate (CDA) Credential verified by the official completion certificate issued by the National Credentialing Agency ; AND

12.1.c.7. Experience. – Verification of at least one year of pre-kindergarten or kindergarten teaching experience; AND

12.1.c.8. Recommendation. – Receive the recommendation of the superintendent of the county contracting services through the community program OR the director of the community program under contract by the county board of education.

12.1.d. Early Childhood Classroom Assistant Teacher III. – Permanent Authorization and Permanent Paraprofessional Certificate. - A person who has held or holds an aide title and becomes

employed as an Early Childhood Classroom Assistant Teacher shall hold a multi-classification status that includes aide and/or paraprofessional titles.

12.1.d.1. Validity Period. – The Early Childhood Classroom Assistant Teacher III – Permanent Authorization shall continue to be valid unless surrendered, suspended or revoked.

12.1.d.2. General Criteria. – An Early Childhood Classroom Assistant Teacher III - Permanent Authorization for working in a Pre-Kindergarten or Kindergarten classroom may be issued to a person who is currently employed as an Early Childhood Classroom Assistant Teacher and holds a high school diploma, TASC, or equivalent, or a degree, if applicable, through an accredited institution of higher education as defined in §126-136-4.58, and has completed the required West Virginia Department of Education approved coursework. Beginning July 1, 2014, any person previously employed as an aide in a pre-kindergarten or kindergarten program (refer to W. Va. Code §18-5-18,) and who is employed in the same capacity on and after that date and any new person employed in that capacity in a pre-kindergarten or kindergarten program on and after that date shall hold the position of aide and either Early Childhood Classroom Assistant Teacher I, Early Childhood Classroom Assistant Teacher II or Early Childhood Classroom Assistant Teacher III. Any person employed as an aide in a pre-kindergarten or kindergarten program on or before July 1, 2014 and is eligible for full retirement benefits before July 1, 2020, may remain employed as an aide in that position and upon application shall be granted an Early Childhood Classroom Assistant Teacher II, permanent authorization by the state superintendent pursuant to W. Va. Code §18-2a-3.

12.1.d.3. General Conditions for Issuance. – Beginning July 1, 2014, the applicant for licensure must submit evidence of satisfying the following requirements:

12.1.d.4. Academic Assessment. – Applicant's hired by a county board of education must have met a rigorous standard of quality and demonstrate, through a formal state approved academic assessment which includes a measurement of: 1) knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; and 2) knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate. Applicants that have taken and passed the current state competency exam for aides, administered by the county, developed pursuant to W. Va. Code §18A-4-8e have satisfied this requirement; OR

12.1.d.5. Expired Initial Professional or Professional Teaching Certificate. – Hold a valid or expired Initial Professional or Professional Teaching Certificate or its equivalent OR verification of completion of the program for the Apprenticeship for Child Development Specialists (ACDS) reflected through a seal-bearing certificate issued by the United States Department of Labor OR verification of completion of program for Child Development Associate (CDA) Credential verified by seal-bearing certificate issued by Child Development Associate National Credentialing Program; AND

12.1.d.6. Valid Permanent Paraprofessional Certificate. - Hold a valid Permanent Paraprofessional Certificate; AND

12.1.d.7. Coursework. – Complete coursework approved by the WVDE in the areas of early childhood special education, child development, and early childhood language and literacy; AND

12.1.d.8. Experience. – Verification of at least one year of pre-kindergarten or kindergarten teaching experience; AND

12.1.d.9. Recommendation. – Receive the recommendation of the superintendent of the county contracting services through the community program OR the director of the community program under contract by the county board of education.

12.2. Permanent Paraprofessional Certificate.

12.2.a. General Criteria. – A Paraprofessional certificate may be issued to a person who has completed: 1) the general requirements specified in §126-136-8; and 2) the general conditions for issuance identified in §126-136-12.2.c. The Paraprofessional Certificate entitles the holder to serve in a support capacity including, but not limited to, facilitating the instruction and direct or indirect supervision of pupils under the supervision of a professional educator.

12.2.b. Validity Period. – The Permanent Paraprofessional Certificate shall continue to be valid unless surrendered, suspended or revoked.

12.2.c. General Conditions for Issuance. – The applicant for licensure must submit evidence of satisfying 36 semester hours of post-secondary education reflected on an official seal bearing transcript or its equivalent in certificates of completion from WVDE's eLearning courses the following:

12.2.c.1. Basic Skills. – The applicant must have completed successfully at least nine semester hours of college/university credit or its equivalent in reading, writing and mathematical computations. Three semester hours of coursework can be credited by passing the respective Core Academic Skills for Educators, hereinafter CASE, in reading, writing and mathematics or meeting one of the exceptions identified in §126-136-10.1.b.3.F. A valid Apprenticeship for Child Development Specialist certificate issued by the United States Department of Labor for those who entered the program during/after fall 2002 satisfies the reading requirement; AND

12.2.c.2. General Studies. – The applicant must have completed successfully at least six semester hours of college/university credit or its equivalent from the humanities, fine arts, and/or physical, biological or social sciences. A valid Apprenticeship for Child Development Specialist certificate issued by the United States Department of Labor for those who entered the program during/after Fall 2002 satisfies all six semester hours of course requirements; AND

12.2.c.3. Computer Literacy. – The applicant must have completed successfully at least three semester hours of college/university credit or its equivalent in computer literacy; AND

12.2.c.4. Special Education. – The applicant must have completed successfully at least three semester hours of college/university credit or its equivalent in special education. Documentation of a minimum of two years of successful experience which included special needs children and a minimum of ten clock hours of in-service training directly related to special education may be substituted for the college/university credit provided that such experience is acquired in the public education classroom setting while the applicant is under direct supervision of a licensed public educator; or if Early Childhood Classroom Assistant Teacher I or II authorized, successful completion of the E-Learning Early Childhood Special Needs Inclusion course offered through the West Virginia Department of Education; or documented completion of the Career and Technical Education Early Childhood Assistant Teacher program of study; AND

12.2.c.5. Classroom Management. – The applicant must have completed successfully at least three semester hours of college/university credit or its equivalent in classroom management acquired in the public classroom setting. Documentation of a minimum of two years of experience in the successful use of classroom management skills may be substituted for college/university credit provided that such experience is acquired in the public education classroom setting while the applicant is under direct supervision of a licensed public educator; or hold a valid Apprenticeship for Child Development Specialist certificate issued by the United States Department of Labor for those who entered the program during/after Fall 2002; or hold a valid Child Development Associate certificate issued by the Council for Professional Recognition; AND

12.2.c.6. Human Growth and Development. – The applicant must have completed successfully at least three semester hours of college/university credit or its equivalent in human growth and development or psychology, or hold a valid Apprenticeship for Child Development Specialist certificate issued by the United States Department of Labor for those who entered the program during/after Fall 2002; or if Early Childhood Classroom Assistant Teacher I or II authorized or successful completion of the E-Learning Early Childhood Child Development course offered through the West Virginia Department of Education; or documented completion of the Career and Technical Education Early Childhood Assistant Teacher program of study; or hold a valid Child Development Associate certificate issued by the Council for Professional Recognition; AND

12.2.c.7. Electives. – The applicant must have completed successfully nine semester hours of electives related to public instruction or its equivalent. A valid Apprenticeship for Child Development Specialist certificate issued by the United States Department of Labor for those who entered the program during/after Fall 2002 satisfies one elective course requirement; or if Early Childhood Classroom Assistant Teacher I or II authorized, successful completion of the E-Learning Early Childhood Creating a Language Rich Environment course offered through the West Virginia Department of Education; or documented completion of the Career and Technical Education Early Childhood Assistant Teacher program of study; or hold a valid Child Development Associate certificate issued by the Council for Professional Recognition; AND

12.2.c.8. Academic Assessment. – The applicant must have met a rigorous standard of quality and demonstrate, through a formal state approved academic assessment which includes a measurement of: 1) knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; and 2) knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate. Paraprofessionals must meet WVBE requirements for the Paraprofessional Certificate. Paraprofessionals who have taken and passed the current state competency exam for aides, administered by the county, developed pursuant to W. Va. Code §18A-4-8e have satisfied this requirement; OR

12.2.c.9. Valid or Expired Initial Professional or Professional Teaching Certificate. – Hold a valid out of state Professional Teaching Certificate or a valid or expired WV Initial Professional or Professional Teaching Certificate or its equivalent; AND

12.2.c.10. Recommendation of the Superintendent. – Recommendation of the county superintendent in the county in which the applicant is employed.

12.3. Licenses for Paraprofessional Educators. – Educational Sign Language Interpreter I and II.

12.3.a. Initial Paraprofessional Certificate. – Educational Sign Language Interpreter I.

12.3.a.1. General Criteria. – Initial Paraprofessional Certificate-Educational Sign Language Interpreter I may be issued to a person meeting the requirements specified in §126-136-12.2.a and §126-136-12.2.c or equivalent. A passing score on the Educational Interpreter Performance Assessment-Written Test (EIPA-WT) satisfies the general conditions for issuance for the following:

12.3.a.1.A. One semester hour of reading; AND

12.3.a.1.B. Three semester hours each of special education, human growth and development or psychology and social studies; AND

12.3.a.1.C. Nine semester hours of electives.

12.3.a.2. Specific Conditions of Issuance. – The applicant for the Initial Paraprofessional Certificate-Educational Sign Language Interpreter I must submit evidence of satisfying the following criteria:

12.3.a.2.A. A minimum score of 3.0 on the Educational Interpreter Proficiency Assessment (EIPA); OR

12.3.a.2.B. Valid National Association of the Deaf (NAD) Certification-Level III or higher; OR

12.3.a.2.C. Valid Registry of Interpreters for the Deaf (RID) Certification; OR

12.3.a.2.D. Valid National Interpreter Certification (NIC). – The NIC test/certification will be available 2008; OR

12.3.a.2.E. Valid state Quality Assurance Screening (QAS) Level II.

12.3.a.2.F. Validity Period. - The Initial Paraprofessional Certificate – Educational Interpreter that is effective on or after January 1 may be issued as an Initial Paraprofessional Certificate – Educational Interpreter valid until June 30 of the following school year. The Initial Paraprofessional Certificate – Educational Interpreter may not be renewed more than two times.

12.3.b. Renewal of the Initial Paraprofessional Certificate-Educational Sign Language Interpreter I. – The applicant for licensure must provide evidence of satisfying the following criteria:

12.3.b.1. Professional Development Activities. – Complete a minimum of 15 clock hours of WVDE approved professional development activities.

12.3.b.2. Satisfy the requirements of the West Virginia Registry of Interpreters.

12.3.b.3. Recommendation of the Superintendent. – Recommendation of the county superintendent in the county in which the applicant is employed.

12.3.c. Permanent Paraprofessional Certificate-Educational Sign Language Interpreter II.

12.3.c.1. General Criteria. – Permanent Paraprofessional Certificate - Educational Interpreter may be issued to an applicant meeting the requirements specified in §126-136-12.2.a and §126-136-12.2.c.

12.3.c.2. Validity Period. – The Permanent Paraprofessional Certificate-Educational Sign Language Interpreter II shall continue to be valid unless surrendered, suspended or revoked.

12.3.c.3. Specific Conditions for Issuance. – The applicant for the Permanent Paraprofessional Certificate-Educational Interpreter must submit evidence of satisfying the following criteria:

12.3.c.3.A. A minimum score of 3.5 on the Educational Interpreter Proficiency Assessment (EIPA); OR

12.3.c.3.B. Valid National Association of the Deaf (NAD) Certification—Level IV or higher; OR

12.3.c.3.C. Valid Registry of Interpreters for the Deaf (RID) Certification; OR

12.3.c.3.D. Valid state Quality Assurance Screening (QAS) Level III; OR

12.3.c.3.E. Valid National Interpreter Certification (NIC); AND

12.3.c.3.F. Passing score on the EIPA-Written Test for Content Knowledge.

12.3.c.4. Satisfy the requirements of the West Virginia Registry of Interpreters.

12.3.c.5. Recommendation of the Superintendent. – Recommendation of the county superintendent in the county in which the applicant is employed.

§126-136-13. Grade Level Expansion.

13.1. Grade Level Modification. – Grade level modifications cannot be made to any subject/grade level for which there is a state approved teacher education program (e.g., Early Education, Elementary Education, and Multi-subjects).

§126-136-14. Waivers and Extensions.

14.1. Substitute Waivers.

14.1.a. A county superintendent who is unable to staff a long-term substitute position with an individual licensed in the area of assignment shall request a waiver from the State Superintendent. The written waiver request must indicate the efforts that were made to employ a fully qualified candidate. Along with the waiver request copies of the job postings showing two different posting periods must be included. In cases where the employee of record will or may return to the position, the postings will not be required. The State Superintendent may grant the waiver if the circumstances warrant such approval. However, the county superintendent must continue to seek the services of an educator with the

appropriate endorsement(s) and place this individual in the position at a time determined to be in the best interest of the students.

14.1.b. Severe Substitute Shortage. – Under extenuating circumstances, a county superintendent may request a waiver to §126-136-11.7.a.3.A, §126-136-11.7.d.1, or §126-136-11.7.b.1 that requires 18 clock hours of training to be completed prior to the issuance of a Substitute Permit. The waiver request must document the shortage and include verification of six clock hours of training. The initial six clock hours of training must include a classroom management component and an overview of school law to include reporting requirements for suspected child abuse and may not include classroom observation. The remaining 12 clock hours of training must be completed in accordance with §126-136-11.7.b.1 and be completed within the first semester of employment.

14.2. Dual Credit Contracted Services Exemption. – An instructional employee of a regionally accredited college or university who is not regularly employed for instructional purposes in a public school in this state as referenced in W. Va. Code §18-1-1 and is providing a dual credit course is exempt from the requirement of holding the same licensure required for an educator employed by a West Virginia county board of education.

14.3. Virtual School Exemption. – An instructor employed by a provider of a virtual school course which has been approved by the West Virginia Virtual School is exempt from the requirement of holding the same licensure required for an educator employed by a West Virginia county board of education.

14.4. Extension of the Full-Time Permit/Out-of-Field Authorization of Extenuating Circumstances.

14.4.a. A county superintendent may request, in writing to the State Superintendent, an extension of the First-Class/Full-Time Permit/Out-of-Field Authorization for an employee, including the county superintendent, who meets one of the three circumstances identified below. The State Superintendent shall render a decision; however, the permit may not be extended beyond one school year or more than once.

14.4.b. Extenuating Circumstances for Which for First-Class/Full-Time Permit/Out-of-Field Authorization Can Be Extended.

14.4.b.1. Unavailability of Coursework. – The county superintendent shall submit verification from the designated official at the college or university through which the applicant is completing the state approved program that no required coursework was available during the school year; OR

14.4.b.2. Illness/Death. – The county superintendent shall submit the applicant's description of how a major illness of the applicant or illness/death of an immediate family member prevented the educator from completing the required coursework; OR

14.4.b.3. Hardship. – The county superintendent shall submit the applicant's description of how a major hardship other than illness prevented the applicant from completing the required coursework.

§126-136-15. Alternative Routes to Certification.

15.1. General Requirements: General Education Teacher – An Alternative Teaching Certificate may be issued to an applicant who meets the following criteria:

15.1.a. Possesses the minimum of a bachelor's degree, with the minimum GPA specified in §126-136-9.8a, from a regionally accredited institution of higher education as defined in §126-136-4.60; AND

15.1.b. Meets the proficiency scores(s) on the state competency exam(s) in pre-professional skills or qualifies for an exemption as described in §126-136-10.1.b.3.F; (Refer to the West Virginia Licensure Testing Directory located on the West Virginia Department of Education website for a list of the required exams.); AND

15.1.c. Meets the proficiency score(s) on WVBE-required competency exam(s) in content (refer to the West Virginia Licensure Testing Directory located on the West Virginia Department of Education website) in the area for which s/he is seeking certification; AND

15.1.d. Is a citizen of the United States who is of good moral character and physically, mentally and emotionally qualified to perform the duties of a teacher, and has attained to age of 18 years on or before the first day of October of the year in which the alternative teaching certification is issued; AND

15.1.e. Is offered employment in a shortage area, as defined in §126-136-4.63, by a WV county board of education that is the WVBE-approved alternative education provider for the employing district; AND

15.1.f. Completes a West Virginia State Police and Federal Bureau of Investigation criminal history record check and receives approval by the WVDE as required by W. Va. Code §18A-3-10 and §126-136-9.1.b; AND

15.1.g. Enrolls in a WVBE-approved alternative route to certification program in accordance with W. Va. Code §18A-3-1a §126-161.

15.2. General Requirements: Special Education Teacher An Alternative Teaching Certificate may be issued to an applicant who meets the following criteria:

15.2.a. Possess the minimum of a bachelor's degree, with the minimum GPA specified in §126-136-9.8a, from a regionally accredited institution of higher education, as defined in §126-136-4.60; AND

15.2.b. Meet the proficiency scores(s) on the state competency exam(s) in pre-professional skills or qualify for an exemption as described in §126-136-10.1.b.3.F; AND

15.2.c. Be a citizen of the United States; be of good moral character and physically, mentally and emotionally qualified to perform the duties of a teacher, and have attained the age of 18 years on or before the first day of October of the year in which the alternative teaching certification is issued; AND

15.2.d. Complete a West Virginia State Police and Federal Bureau of Investigation background check pursuant to W. Va. Code §18A-3-10 and §126-136-9.1.b; AND

15.2.e. Enroll in a WVBE-approved alternative route to certification program in accordance with W. Va. Code §18A-3-1a and §126-161; AND

15.2.f. Is offered employment in a shortage area, as defined in §126-136-4.63, by a WV county board of education that is the WVBE-approved alternative education provider for the employing district.

15.3. General Requirement: American Sign Language Teacher - In accordance with W. Va. Code §18A-3-1a, an individual wishing to enroll in an alternative preparation program for American Sign Language must meet the following criteria:

15.3.a. Possess the minimum of a bachelor's degree from a regionally accredited institution of higher education as described in §126-136-4.58 or based upon verification by a WVDE-approved foreign credential evaluation agency; AND

15.3.b. Meet the proficiency scores(s) on the state competency exams in content in the area for which s/he is seeking certification (refer to the West Virginia Licensure Testing Directory located on the West Virginia Department of Education website for a list of the required exams); AND

15.3.c. Is a citizen of the United States who is of good moral character and physically, mentally and emotionally qualified to perform the duties of a teacher, and has attained to age of 18 years on or before the first day of October of the year in which the alternative teaching certification is issued; AND

15.3.d. Is offered employment in a shortage area, as defined in §126-136-4.63, by a West Virginia county board of education that is the WVBE-approved alternative education provider for the employing district; AND

15.3.e. Completes a West Virginia State Police and Federal Bureau of Investigation criminal history record check and receives approval by the WVDE as required by W. Va. Code §18A-3-10 and §126-136-9.1.b; AND

15.3.f. Enrolls in a WVBE-approved alternative certification program in accordance with W. Va. Code §18A-3-1a and §126-161.

15.4. Endorsement Areas. – An Alternative Teaching Certificate shall be issued in areas of shortage only, as identified by the county superintendent, and according to the specialization and appropriate grade levels as listed in Appendix A.

15.5. Validity Period. – The Alternative Teaching Certificate shall be issued initially for one year and may be renewed twice for a total of three years.

15.6. Renewal of the Alternative Teaching Certificate.

15.6.a. First Renewal of Alternative Teaching Certificate.

15.6.a.1. Make satisfactory progress in the WVBE-approved alternative certification program identified on his or her initial application for an alternative teaching certificate; AND

15.6.a.2. Receive satisfactory evaluations pursuant to W. Va. Code §18A-2-12 and receive the recommendation of the county superintendent.

15.6.b. Second Renewal of Alternative Teaching Certificate.

15.6.b.1. Make satisfactory progress in the WVBE-approved alternative certification program identified on his or her initial application for an alternative teaching certificate; AND

15.6.b.2. Receive satisfactory evaluations pursuant to W. Va. Code §18A-2-12 and receive the recommendation of the county superintendent.

15.7. Conversion of the Alternative Teaching Certificate to an Initial Professional Teaching Certificate.

15.7.a. Applicants must successfully complete a WVBE-approved program for alternative certification that includes the components identified in W. Va. Code §18A-3-1a as applicable and have the recommendation of the designated county superintendent responsible for the program; AND

15.7.b. Applicants must meet the proficiency scores on the WVBE-required competency exam(s) in professional education as listed in the West Virginia Licensure Testing Directory located on the West Virginia Department of Education website. If requesting an endorsement for special education, the applicant must additionally meet proficiency scores on WVBE-required competency exam(s) in special education content; AND

15.7.c. Receive satisfactory evaluations pursuant to W. Va. Code §18A-2-12 and receive the recommendation of the county superintendent of the county in which the applicant is employed; AND

15.7.d. Applicants must have a minimum overall 2.5 GPA; AND

15.7.e. Applicant must have received a recommendation of "approved" on the required comprehensive evaluation report.

§126-136-16. Out-of-State Applicants.

16.1. Interstate Agreement For Qualifications of Educational Personnel. – West Virginia is a member of the National Association of State Directors of Teaching Education Certification, hereinafter NASDTEC, that promotes the mobility of educators across state and national lines utilizing consistent standards for certification and education personnel. Although West Virginia participates in this interstate agreement, specific requirements for granting certification to out-of-state applicants are outlined in §126-136-16.2 and §126-136-16.3 in accordance with W. Va. Code §18A-3-1(b)(3). W. Va. Code §18A-3-2a (1) provides for certification of an applicant who:

16.1.a. Meets equivalent standards at institutions of higher education in other states; AND who has passed appropriate WVBE-approved basic skills and subject-matter tests; OR has completed three years of successful experience in a public school within the last seven years in the area for which licensure is being sought; OR

16.1.b. Has completed the WVBE-approved alternative route to certification described in §126-136-15.

16.2. Recognition of Out-of-State Licenses. – West Virginia will issue a Professional Teaching, Administrative or Student Support Certificate to an eligible applicant who holds: 1) a valid out-of-state license (as defined in §126-136-4.72) equivalent to the Professional Teaching, Administrative or Professional Certificate of eligibility issued by another state and meets all of the requirements of that state for full certification except employment; AND 2) who has graduated from an approved teacher education program at a regionally accredited institution of higher education as defined in §126-136-4.58; AND 3) verification of a successful student teaching experience or equivalent in the state in which the approved program was completed; AND 4) for whom the WVDE has received approval based on a criminal history record check conducted by the West Virginia State Police and the Federal Bureau of Investigation as required by W. Va. Code §18A-3-10 and §126-136-9.1.b. (For individuals who hold a valid Out-of-State license in the area of Career and Technical Education, refer to the requirements for the Career and Technical Education Certificate in §126-136-10.5.)

16.3. Application for West Virginia Certification with a Valid Out-of-State Certificate. – A copy of both front and back of the valid Out-of-State Certificate must be submitted with the appropriate application to ensure accurate interpretation of the Out-of-State Certificate. West Virginia will grant applicants any endorsement listed on the valid Out-of-State Certificate that is currently offered by the state of West Virginia. If the valid Out-of-State Certificate lists any endorsement(s) not currently offered by the state of West Virginia, the applicant may secure official documentation from the state in which his/her valid certification was issued that identifies those endorsement areas, if any, in which the applicant would be certified to teach in the issuing state. This documentation may be used to grant certification to teach in endorsement areas for which West Virginia currently grants certification.

16.4. Expiration Dates of Certification Granted to Applicants Based on Valid, Out-of-State Certification.

16.4.a. Initial Professional Teaching Certificate. – Applicants with a valid Out-of-State Teacher Certificate will be granted an Initial Professional Teaching Certificate valid for a period of three years. The Initial Professional Teaching Certificate is renewable subject to the requirements listed in §126-136-10.1.

16.4.b. Permanent Professional Teaching Certificate. – If the valid, Out-of-State Certificate is listed as permanent by the issuing state AND the applicant verifies a minimum of five years of experience in the endorsements area(s) listed on the valid license, West Virginia will grant the applicant a Permanent Professional Teaching Certificate upon satisfactory completion of the licensure application process.

16.4.c. Temporary Administrative Certificate. – Persons applying for the Administrative Certificate endorsed for school principal based on a valid Out-of-State Administrative Certificate will be granted a non-renewable Temporary Administrative Certificate valid for one-year. Upon completion of the Evaluation Leadership Institute with the West Virginia Center for Professional Development as required by W. Va. Code §18A-3A-3, the applicant will be granted a Professional Administrative Certificate valid for five years.

16.4.d. Permanent Administrative Certificate. – Persons who hold permanent administrative certification on a valid out-of-state certification will be granted a West Virginia Permanent Administrative Certificate upon completion of the Evaluation Leadership Institute with the West Virginia

Center for Professional Development and verification of five years of experience covered by a valid license.

16.5. Issuance of a West Virginia Professional Certificate based on a Valid, Out-of-State Certificate. – Persons holding a valid, Out-of-State Certificate may only use the Out-of-State Certificate once for the issuance of a West Virginia License.

§126-136-17. Non-United States Citizen.

17.1. Permit for Non-United States Citizen. – In accordance with W. Va. Code §18A-3-2a, the non-United States citizen will be granted a Permit for Non-United States Citizen based upon verification by a WVDE-approved foreign credential evaluation agency that the applicant has completed the equivalent of an approved educational personnel preparation program in the United States and in a specialization offered in West Virginia (see Appendix A), with or without the required tests in pre-professional skills, Content and/or Professional Education, and that the applicant has completed a degree equivalent to the required degree level in the United States and has earned an overall GPA equivalent to a 2.5 in the United States.

17.2. Renewal of the Permit for Non-United States Citizen. – An applicant who is lacking only United States citizenship will be issued the Permit for Non-United States Citizen, valid for three years. To renew the Permit for Non-United States Citizen, six semester hours of appropriate college/university coursework related to the public school program shall be completed subsequent to the renewal of the Permit for Non-United States Citizen and within the five year period immediately preceding the date of application, unless the applicant holds MA +30 or higher, or has reached 60 years of age. Upon acquisition of United States citizenship, the applicant may apply for the Initial Professional Teaching Certificate.

17.3. Permit for Non-United States Citizens Lacking Licensure Exams. – An applicant lacking United States citizenship and the required licensure exams in pre-professional skills, content and/or professional education, shall be issued a one year, Permit for Non-United States Citizen. The first renewal of the Permit for Non-United States Citizen shall require passage of all required exams. The required exams and scores are identified in the West Virginia Licensure Testing Directory located on the West Virginia Department of Education website. Upon passage of the required exams, the applicant shall follow the renewal provisions stipulated in §126-136-17.2.

17.4. Permit for Exchange/Visiting Teachers – Non-United States Citizen. – Exchange/Visiting teachers who are non-United States citizen who participate in a program or exchange recognized and/or approved by the WVDE will be granted a non-renewable Permit for Exchange/Visiting Teachers based upon verification from the partnering organization that the applicant has completed the equivalent of an approved educational personnel preparation program in the United States and in a specialization offered in West Virginia (see Appendix A), with or without the required tests in pre-professional skills, content and/or professional education, and that the applicant has completed a degree equivalent to the required degree level in the United States. Acceptable verification may include a letter of eligibility from the partnering organization or agency and/or a report from an official foreign credential evaluation agency.

17.5. Validity Period. – The Permit for Exchange/Visiting Teachers – Non-United States Citizen shall be valid for three years and may be renewed one time.

17.6. Renewal of Permit for Exchange/Visiting Teachers. - To renew the Permit for Exchange/Visiting Teachers, six semester hours of appropriate college/university coursework related to the public school program shall be completed subsequent to the issuance of the Permit for Exchange/Visiting Teachers and within the five year period immediately preceding the date of application, unless the applicant holds MA +30 or higher, or has reached 60 years of age.

§126-136-18. Appropriate Assignments According to License.

18.1. Assignment of an Educator. – An educator who is employed within the public school system of the state shall hold a valid license for the specializations and grade levels to which s/he is assigned (W. Va. Code §18A-3-2).

18.2. Assignment One Grade Above or Below. – Effective July 1, 1998, professional personnel newly assigned to a position will not be allowed to teach one grade level above or below the grade levels reflected on their license unless s/he was granted an Authorization under previous policy. The Authorization shall be valid in any county in West Virginia.

18.3. Adult Programs. – An educator working in a program for adults must hold a valid certification for the area/s of specialization.

18.4. Home/Hospital Instruction. – An educator providing temporary home teaching or visiting teacher services, whether regular and/or special education, must hold a teaching license with an endorsement appropriate to the grade level of instruction. Home/hospital instruction for an eligible student with exceptionality requires that the special education teacher who is implementing the student's special education services in the student's Out-of-School Environment placement must hold a teaching license with an endorsement in the area of the student's primary exceptionality.

18.5. Curriculum Enrichment. – An individual may provide, by reason of educational or practical background and employment records, curriculum enrichment on a part-time or temporary basis in highly specialized areas. These program areas include the performing arts, professions, and career and technical education specializations. The WV county board of education may utilize such personnel in accordance with a locally adopted policy provided such personnel do not replace a licensed educator.

18.6. Assignment of Elementary or Multi-subjects Teachers. – An educator newly assigned to teach in a departmentalized seventh and/or eighth grade setting beginning with the 2000-01 school year must be certified in the content specialization for his/her assignment. An educator assigned to teach in a departmentalized seventh and/or eighth grade setting prior to the 2000-2001 school year must hold the content specialization for her/his assignment or hold the appropriate permanent authorization granted under previous policy provisions. An elementary education or multi-subjects teacher may be assigned to departmentalized setting below seventh grade without a content area specialization.

18.7. Assignment of Long-Term Substitutes. – A person who holds a Long-Term Substitute Permit may serve as a short-term substitute in any teaching area or may serve in a position for more than 30 consecutive instructional days in the endorsement area reflected on the Long-Term Substitute Permit.

18.8. Assignment of Short-Term Substitutes. – A substitute who fills a position for 30 consecutive instructional day or fewer (short-term) may substitute in a specialization not reflected on the license.

18.9. Assignment of Speech/Language Pathologists, Speech and Hearing Therapists and Educational Audiologists.– An educator who holds licensure as a speech/language pathologist, grade K-12, speech and hearing therapy, grades 1-12, or educational audiologist, grades K-12, may be assigned to provide services to students, birth through adult, provided s/he secures an Authorization for grades Birth-Adult.

18.10. Assignment of English as a Second Language Teacher. – An English as a Second Language, hereinafter ESL, teacher may: 1) deliver the instructional support to the student with limited English proficiency, hereinafter LEP, whose assessment indicates the instructional goals and objectives can be delivered in the regular education program with support for the ESL teacher; AND/OR 2) provide support to the regular classroom teacher by assisting in the modification of the curriculum, methods, and material to accommodate the LEP student who is included in the regular education program; OR 3) deliver the content standards and objectives in the general education program or alternative language program to students with severely limited English proficiency when the student's assessment indicates s/he will benefit by a placement that provides one-on-one and/or small group instruction, and modification of the curriculum, methods, materials and techniques or concentrate on the development of the LEP student's reading, writing, listening, and speaking skills. When the ESL teacher delivers the content standards and objectives in the general education program, s/he must collaborate with the appropriate teachers to ensure that the LEP student receives the content standards and objectives in the general education program.

18.11. Assignment of School Nutrition Director. – Beginning with assignments made for the 2002-2003 school year, an individual assigned as a School Nutrition Director must hold a temporary or permanent authorization endorsed for School Nutrition Director.

18.12. Assignment of Adult Basic Education Teachers. – Persons assigned as an Adult Basic Education Teacher must hold a valid Adult License endorsed for Adult Basic Education OR a Professional Teaching Certificate, or its equivalent.

18.13. Assignment of Speech Assistant. – The Speech Assistant shall conduct only specific components of a speech and language delivery program under the direction and guidance of a certified speech-language pathologist. Speech Assistants may execute only those tasks that are within their scope of responsibilities and that they have training and expertise to perform as determined by the WVDE, Office of Special Education Achievement provide they secure the appropriate authorization. A Speech Assistant may be employed only in the event that on fully West Virginia-certified Speech-Language Pathologist applied for the vacant position. (Refer to §126-136-11.1 for the requirements for a First-Class/Full-Time Permit for individuals who have enrolled in a state-approved Speech/Language Pathology program and who have completed 25% or six semester hours of the program. Refer to §126-136-11.2 for requirements for the renewal of the First-Class/Full-Time Permit for Speech/Language Pathology.)

18.14. Assignment of Preschool Special Needs Teachers. – An educator who holds a certificate endorsed for preschool special needs, preschool handicapped or developmentally delayed may be assigned to a regular pre-kindergarten classroom.

18.15. Assignment of Special Education Teachers. – Teachers assigned to serve students with exceptionalities in mentally impaired, emotional/behavior disorders, specific learning disabilities, vision impaired or deaf and hard of hearing in grades 7-12 or 5-12 may be assigned to serve students in grades

7-Adult or 5-Adult. Those teachers assigned to serve students with exceptionalities in mentally impaired, emotional/behavior disorders and/or specific learning disabilities in grades 1-12 or K-12 may be assigned to service students in grades K-Adult. Those teachers assigned to serve students with exceptionalities in vision impaired or deaf and hard of heard in grades 1-12 or K-12 may be assigned to service students in grades Pre-K-Adult. All programmatic level changes listed in this section require the teacher to apply for and to be granted the appropriate licensure from the WVDE.

18.16. Assignment of School Nurse. – School Nurses assigned to serve students in grades 1-12 may be assigned to serve students in grades Pre-K-Adult provided s/he applies for, and is granted the appropriate licensure from the WVDE. The school health service assignments/duties for the Full-Time/First-Class Permit, Professional Student Support Certificate and Authorization for School Nurse may comprise the full scope of responsibilities as outlined in W. Va. Code §18-5-22, W. Va. 126CSR25A, and WVBE Policy 2422.7 Standards for Basic and Specialized Health Care Procedures.

18.17. Assignment to Positions for Which No Specific Endorsement is Required. – Positions in instructional areas including, but not limited to theatre, dance, and computer science require no specific endorsement as referenced in the WVEIS course code manual, but do however, require the position to be filled by a person who holds a Professional Teaching Certificate.

18.18. Assignment of Technology Integration Specialist. - An individual assigned as a Technology Integration Specialist must hold a Technology Integration Specialist Advanced Credential or a Temporary Authorization endorsed for Technology Integration Specialist.

§126-136-19. Special Education.

19.1. Gifted Education.

19.1.a. The Gifted Education specialization shall be granted only to individuals who hold a Professional Teaching Certificate.

19.1.b. The Gifted Education endorsement shall be issued for the 1-12 grade levels. Individuals who previously were issued a Gifted Education endorsement for only those grade levels that appeared on their General Education or Career and Technical Education Certificates may request the 1-12 grade level endorsement by submitting the appropriate application to the WVDE.

19.2. Consultative Special Education Teacher. – A Special Education Teacher may serve in a consultative role to content certified and general education teachers who are providing direct initial instruction to special education students. The consultative special education teacher may go into the general education classroom to deliver services described in §126-136-19.2.a. The consultative special education teacher must meet state certification requirements with the appropriate endorsement in special education in the area of the served student's primary exceptionality.

19.2.a. Duties of Consultative Special Education Teacher. – The duties of a consultative special education teacher may include: 1) reviewing and re-teaching prerequisite skills; 2) organizing previously introduced material; 3) reinforcing previously introduced material; 4) adapting curricula for easier access; 5) assisting with long-term assignments; 6) targeting learning strategies to ensure content knowledge acquisition, AND 7) modifying assessment(s) in accordance with the individualized education

plan. The consultative special education teacher is not the teacher of record for students to whom s/he is providing services.

19.3. Alternative Option for Additional Endorsement in Special Education.

19.3.a. Additional Endorsement in Autism. – An individual who holds a Professional Teaching Certificate endorsed in Emotional/Behavior Disorders, Multi-Categorical Special Education, Mental Impairment (Mild/Moderate), Severe Disabilities or Pre-School Special Needs or the equivalent to these endorsements as previously defined in this policy may receive an additional endorsement in Autism provided they make application and successfully complete six semester hours of coursework in Autism from a regionally accredited institution as defined in §126-136-4.58.

19.3.a.1. Field Experience. – Effective July 1, 2012, a minimum of 50% of three of the six semester hours of coursework must be comprised of field-based experiences.

§126-136-20. Athletic and Limited Football Trainer.

20.1. General Requirements. – Applicants must meet the applicable general requirements for licensure in §126-136-9. A county may not employ an applicant in good faith on the anticipation that he or she is eligible for a certificate. If it is later determined that the applicant was not eligible, the State Superintendent may authorize payment by the county board of education to the applicant for a time not exceeding three school months or the date of notification of his/her ineligibility, whichever occurs first. (Refer to W. Va. Code §18A-4-3.)

20.2. Athletic Trainer Authorization. – The authorization endorsed for Athletic Trainer may be issued to an individual who is certified as an Athletic Trainer through the National Athletic Trainers Association Board of Certification, hereinafter NATABOC, and who has registered with the West Virginia Board of Physical Therapy, as provided in W. Va. Code §30-20A-2. The Authorization may be reissued annually upon application to the WVDE with documentation of valid West Virginia Board of Physical Therapy registration and the recommendation of the superintendent of the employing county. Additionally, these individuals must attend the Athletic Trainer workshop, as provided in W. Va. 126CSR118, WVBE Policy 5112, Athletic Trainers in the Public Schools of West Virginia, hereinafter Policy 5112.

20.3. Limited Football Trainer Authorization. – In the event, that a county board of education cannot obtain an Athletic Trainer as outlined in §126-136-20.2, the affected county board of education may employ an individual with a medical background that may include, but not limited to: chiropractor, physical therapist, registered nurse, licensed practical nurse, physician's assistant, paramedic, or emergency medical technician. The individual employed under the provisions in §126-136-20.5.2 must complete the requirements to receive a Limited Football Trainer Authorization and must present a copy of a high school diploma or TASC diploma. This credential may be renewed annually following the process outlined in Policy 5112 and §126-136-20.

20.3.a. County boards of education must: 1) post a position for an Athletic Trainer with a closing date of May 1 or earlier; AND 2) if no authorized or authorization-eligible Athletic Trainer can be employed, the county may employ an individual from the list of health care professionals listed in §126-136-20 by June 1; AND 3) along with the candidate, complete the appropriate WVDE application

for licensure; AND 4) provide assurance that the individual being hired will attend the Athletic Trainer workshop as provided in Policy 5112.

§126-136-21. Additional Endorsement(s) for Existing License.

21.1. Criteria for Adding an Endorsement(s) to an Existing License.

21.1.a. For issuance of Additional Endorsements. For an individual who already holds a West Virginia Professional Certificate, the applicant must: 1) obtain a 2.5 GPA in the area(s) for which additional licensure is being requested. All required and elective courses completed for the endorsement shall be used in computing the GPA regardless of the date of completion, 2) complete the approved program content requirements and the testing requirements for the new content specialization if a test is available, 3) complete a supervised practicum which includes a performance assessment. Institutions of higher education will determine the method for and the amount of clinical and/or field-based experiences; OR meets the requirements for recognition of out-of-state licenses, as stated in §126-136-16.2 of this policy.

21.1.b. For issuance of an Additional Endorsement Based on Content Proficiency. – An individual who already holds a valid West Virginia Professional Teaching Certificate may add an additional area of certification upon submission of a passing score on the appropriate content area test required of other teachers for certification in that area, regardless of whether additional course work was completed for this endorsement area. If no test is required, the professional educator must complete an approved program to add an endorsement. Exemptions identified in §126-136-10.1.b.3.F do not apply to the additional endorsement based on content proficiency.

21.1.b.1. Exceptions. - An additional endorsement based on content proficiency as stated in §126-136-21.1.b may not be added to a Professional Student Support Certificate or Professional Administrative Certificate.

21.1.c. For issuance of an Additional Endorsement for Driver Education. – The applicant must comply with the requirements of 21.1.a AND 1) have a valid West Virginia Professional Certificate grade 9 -12 or 9-Adult; 2) have held a valid motor vehicle operator's license for the past three years without interruption; 3) provide evidence of a satisfactory driving record by submitting a certified copy of the applicant's driving record from the Departments of Motor Vehicles (DMV) in each state where he or she has been licensed during the past three years; 4) has not accumulated nine or more points on the applicant's driving record from a DMV at any time during the past three years; 5) has not been convicted of and/or had a DMV suspension or revocation of license, on a charge of operating a motor vehicle while under the influence of alcohol, controlled substances, any other drugs or the combination thereof, or by clear and convincing evidence, including but not limited to, positive breath or blood test or field sobriety results, has not operated a motor vehicle under the influence of same; AND 6) has completed training in defensive driving. Waivers are not applicable to this section of policy.

21.1.d. For issuance of additional Career and Technical Education endorsements refer to section §126-136-10.5.e.1. with the exception of Agricultural Education.

21.1.e. For issuance of an Additional Endorsement in American Sign Language. – An individual who holds a Professional Teaching Certificate may add an additional endorsement in American Sign Language provided they make application and provide evidence of a qualifying score on the PRAXIS II

exam, "Assessment of Signed Communication – American Sign Language" (ASC-ASL); OR hold a Sign Language Proficiency Interview (SLPI) rating of Superior to Superior +; or hold American Sign Language Proficiency Interview (Gallaudet University) rating of Level 4 or Higher; OR hold a valid ASLTA certification (Provisional or Permanent); OR hold a valid National Interpreter Certification through the Registry of Interpreters for the Deaf.

§126-136-22. Salary Classifications for Educators.

22.1. State Minimum Salary (Refer to W. Va. Code §18A-4-2).

22.2. Purpose. – The intent of advanced salary classifications is to recognize educators for completing college/university coursework that will contribute to the improvement of instruction or other services in the public schools. The legal basis for these regulations are W. Va. Code §18A-4-1 and §18A-4-4.

22.3. Advanced Salary Classification. - The following governing principles shall apply:

22.3.a. The advanced salary classifications recognized by the licensing agency are B.A. plus 15, Master's, M.A. plus 15, M.A. plus 30, M.A. plus 45 and Doctorate. These classifications are defined in §126-136-4.

22.4. Advanced Salary Classifications for Teaching, Student Support, or Administrative Certificate or equivalent.

22.4.a. All college/university coursework used for advanced salary purposes must be completed at an accredited institution of higher education as defined in §126-136-4.5 except that coursework completed for a career and technical education advanced salary classification recognized on the Career and Technical Education Certificate must have been completed at a regionally accredited institution of higher education as defined in §126-136-4.58.

22.4.b. Graduate coursework completed after July 1, 1994, shall be related to the public school program, as defined in §126-136-9.6.g, and as follows: 1) any course offering included in a degree program in the field of education; 2) content and/or professional education coursework related to the current licensure; 3) content and/or professional education coursework required for an additional endorsement held; 4) professional development/special topics coursework approved by the licensing agency; 5) coursework identified in the personnel evaluation process; 6) coursework related to technology for education; and/or 7) coursework related to the mission and goals of the WVBE. Undergraduate level coursework for advanced salary purposes shall be related to the public school program, as defined in §126-136-9.6.g.

22.4.c. Duplicate credit as defined in §126-136-4.28, shall not be accepted for advanced salary purposes.

22.4.d. An individual who holds a master's degree based on fewer than 30 semester hours of credit may qualify for the M.A. plus 15, M.A. plus 30, or M.A. plus 45 advanced salary classification by completing 15, 30, or 45 semester hours of college/university credit respectively, beyond the degree requirements. All hours verified as completed toward the master's degree must appear on the official college/university transcript, or the foreign credential evaluation.

22.4.e. An individual employed on a permit in a specialization which requires completion of a master's degree program for the Initial Professional Teaching, Student Support or Administrative Certificate or equivalent may be granted a B.A. plus 15 salary classification upon completion of 15 semester hours of coursework leading to the master's degree in the specialization for which the permit is issued. Other permits and authorizations are granted degree recognition only, and are limited to the highest degree level held, with an exception made for equivalent certificates defined in §126-136-4.56.

22.4.f. Fifteen semester hours of undergraduate level credit from a regionally accredited institution of higher education may be utilized for an advanced salary classification is such hours are in accordance with a) the teacher's current classification of certification and training; b) a designated instructional shortage area documented by the employing superintendent; or c) an identified teaching deficiency documented through the state-approved county personnel evaluation system. Undergraduate coursework must be completed after the issuance of the specialization on the Professional Teaching, Student Support, or Administrative Certificate. Undergraduate coursework must be earned on or after July 1, 1984, and after the issuance of the Initial Professional Teaching, Student Support, or Administrative Certificate, to be eligible for advanced salary classification.

22.4.g. Upon appropriate application to the WVDE, the effective date of any advanced salary is limited to the date that all requirements were completed, but not exceeding three (3) months prior to the date the application is received by the WVDE, as defined in §126-136-9.6.a.

22.5. Salary Classification for the Career and Technical Education Permit or Certificate.

22.5.a. The basic salary for the holder of a Career and Technical Education Permit or Career and Technical Education Certificate shall be based on a bachelor's degree unless the permit or certificate is issued on the basis of a master's or doctoral degree in which case the salary will be at the appropriate degree level.

22.5.b. The career and technical education advanced salary classifications are recognized only on the Career and Technical Education Certificate.

22.5.c. The career and technical education advanced salary classifications for an educator whose Career and Technical Education Certificate is not based on a degree include Career and Technical Education B.A. plus 15, Career and Technical Education M.A., Career and Technical Education M.A. plus 15, Career and Technical Education M.A. plus 30, and Career and Technical Education M.A. plus 45. These salary classifications are defined in §126-136-4.

22.5.d. A career and technical education educator who received an advanced salary classification under previous provisions shall qualify for additional salary classifications by completing 15 semester hours of additional college coursework through a regionally accredited institution of higher education defined in §126-136-4.5 for each new salary classification.

22.5.e. Six semester hours of college/university coursework in the teaching specialization update are required for each advanced salary classification for a career and technical educator. A maximum of six semester hours of teaching specialization update coursework is acceptable for each advanced salary classification.

22.5.f. An educator who holds a permanent Career and Technical Education Certificate may qualify for the M.A. plus 30 salary classification based on the awarding of a bachelor's degree from a regionally accredited institution of higher education as defined in §126-136-4.58.

22.5.g. An educator who holds a permanent Career and Technical Education Certificate may qualify for the M.A. plus 45 salary classification based on the awarding of a bachelor's degree and 15 semester hours of graduate credit from a regionally accredited institution of higher education defined in §126-136-4.58.

22.5.h. An educator who is not pursuing a degree and who is requesting a career and technical education advanced salary classification must select approved college/university coursework related to the following areas, with the semester hour limitations as indicated:

22.5.h.1.	GEC Communication	6 Hrs.
22.5.h.2.	Computer Literacy/Instructional Technology	12 Hrs.
22.5.h.3.	Coordination of Cooperative Career and Technical Education (CTE)	3 Hrs.
22.5.h.4.	Coordination of Youth CTE Activities	3 Hrs.
22.5.h.5.	History and Philosophy of CTE	3 Hrs.
22.5.h.6.	Human Growth and Development	3 Hrs.
22.5.h.7.	General Education Course Humanities	6 Hrs.
22.5.h.8.	Scientific	8 Hrs.
22.5.h.9.	Mathematical Skills	6 Hrs.
22.5.h.10.	Organization/Management of CTE Labs	3 Hrs.
22.5.h.11.	Occupation Analysis in CTE	3 Hrs.
22.5.h.12.	GEC Social Science	6 Hrs.
22.5.h.13.	Speech	3 Hrs.
22.5.h.14.	Teaching Special Needs Students in CTE	6 Hrs.
22.5.h.15.	Occupational Update	30 Hrs.
22.5.h.16.	Career Technical Educational Elective	9 Hrs.
22.5.h.17.	Approved Electives	18 Hrs.

22.5.i. The requirements for an Occupational Update may be satisfied by the following: approved industry sponsored technical update workshops; approved specialization-related coursework sponsored by an accredited institution of higher education, as defined in §126-136-4.5; approved back-to-industry experiences; and special incentive workshops sponsored by the licensing agency. These hours can be no more than five years old at the time of application for the advanced salary classification.

22.5.j. Receive the recommendation from the designated official at the career and technical education preparation provider.

§126-136-23. Fee Reimbursements and Salary Supplements.

23.1. Tuition Reimbursement for License Renewal or Shortage Areas.

23.1.a. Criteria. – As stated in W. Va. Code §18A-3-3a, an educator applying for tuition reimbursement must meet the following criteria: 1) holds either a valid West Virginia Certificate or First Class Permit for full-time employment and is seeking an additional endorsement in a shortage area, and either resides in the state or is employed regularly for instructional purposes in a public school in the state; or 2) is seeking certification renewal, and has a continuing contract with a county board. Reimbursement is dependent upon the amount of legislative funding granted.

23.1.b. Limitations. – Reimbursement is limited to the cost of tuition, registration and other required fees only for appropriate college or university coursework used for license renewal or for an additional endorsement in a verified shortage subject area. Reimbursement for an educator who has prior approval to attend an out-of-state institution of higher education as described in W. Va. Code §18A-3-3a.d.2, or a private institution of higher education may not exceed the amount of the highest corresponding tuition charged at a West Virginia state-supported college or university. Reimbursement for courses completed toward certification renewal is limited to 15 semester hours of courses for any educator. Reimbursement for educators completing courses after July 1, 2007, will be limited to 15 semester hours of coursework completed towards an additional endorsement in a shortage area. The educator must have completed the appropriate college or university coursework with a minimum 3.0 GPA.

23.1.c. Reimbursement Schedule. – The reimbursement for courses completed towards an additional endorsement, or for the renewal of a license, in an area of critical shortage is prioritized. A request for tuition reimbursement must be received by the WVDE no later than June 15 of each year for coursework completed during that fiscal year.

23.2. Reimbursement of Moving Expenses.

23.2.a. General Criteria. - A teacher may apply for reimbursement of moving expenses under the provisions of §126-136-23.2 provided: 1) the teacher's position was eliminated as part of a reduction in force by a West Virginia county board of education; AND 2) the teacher has secured employment from a West Virginia county board of education; AND 3) the teacher has moved his or her residence to the West Virginia county in which he or she has gained employment or to an adjacent county in West Virginia; AND 4) the teacher is to be employed in a county where shortages exist either in number of teachers or in subject matter areas as determined by the WVBE based on information collected by the WVDE as described in §126-136-3.c and in accordance with the provisions of W. Va.

Code §18A-4-20(a)(4); AND 5) it would be impractical for the teacher to maintain his or her previous residence as a result of his or her employment.

23.2.b. Limitations. – The reimbursement shall be for actual expenses and shall not exceed $2,500. Reimbursement is subject to availability of funds. Individuals are reimbursed on a first come, first served basis.

23.2.c. Responsibility of the County Board of Education. – The county board of education shall send to the WVBE by the first day of May, annually, a report that includes: 1) the available teacher positions in the county; AND 2) any shortages in subject matter areas in county; AND 3) the name of all teachers reduced in force provided the teacher has permitted the county board of education to submit his or her name.

23.3. Reimbursement for National Board for Professional Teaching Standards (NBPTS) Certification.

23.3.a. General Criteria. – The purpose of this reimbursement is to recognize and reward public school classroom teachers, as defined in W. Va. Code §18A-1-1, who achieve certification through the NBPTS, and to provide financial assistance to those classroom teachers who participate in this rigorous program.

23.3.b. Limitations. – The number of teachers reimbursed in any fiscal year is dependent upon the legislative funding amount granted for that fiscal year.

23.3.c. Third-Party Reimbursement. – A classroom teacher who receives a subsidy from the NBPTS or any other third part payer shall not be entitled to reimbursement by the WVDE for those fees covered by the subsidy. Only expenses incurred personally by the candidate shall be reimbursable.

23.3.d. Reimbursement Schedule. – For initial certification, a classroom teacher may be reimbursed only once for enrollment in and once for completion of the NBPTS Certification Program. Program completion shall be defined as the completion of four components as verified by the NBPTS. Program completion must occur within three years after initial enrollment in the Program, unless an extension for program completion is granted by the NBPTS.

23.3.e. For renewal certification, each teacher who completes the National Board for Professional Teaching Standards certification renewal process shall be reimbursed for the renewal certification fee. Completion of the certification renewal process means the successful renewal of the certification as verified by the National Board for Professional Teaching Standards.

23.3.f. Procedures for Obtaining NBPTS Fee Reimbursement and Salary Supplement. – A classroom teacher who enrolls in the NBPTS Certification Program may submit a request for reimbursement of one-half of the fee by submitting the appropriate application to the WVDE with the appropriate documentation, which includes: 1) verification of payment of the assessment fee for which reimbursement is requested; 2) documentation that the candidate is enrolled in the NBPTS Certification Program; and 3) other documentation as required.

23.3.f.1. A classroom teacher who completes four scorable components, as verified by the NBPTS, may submit a request for reimbursement of the remaining one-half of the fee by submitting the appropriate application to the WVDE with the appropriate documentation, which includes:

1) verification of payment of the assessment fee for which reimbursement is requested; 2) documentation that the teacher has completed four scorable components, as verified by the NBPTS; and 3) other documentation as required.

23.3.f.2. A classroom teacher who achieves NBPTS Certification may request reimbursement of actual expenses incurred for non-durable goods as listed under federal Internal Revenue Service (I.R.S.) guidelines, up to a maximum of $600, by submitting the appropriate application to the WVDE with the appropriate documentation, which includes: 1) documentation that the teacher has completed four scorable components, as verified by the NBPTS; 2) original receipts for the expenses incurred; and 3) other documentation as required. Any subsidy funding received by the teacher for retake fee is considered as partial or complete payment of the $600 amount allowable for actual expenses incurred.

23.3.f.3. Reimbursement for NBPTS program fees shall be processed in the following stages in accordance with the provisions of W. Va. Code §18A-4-2a(d): 1) one-half the certification fee shall be paid for reimbursement once to each teacher who enrolls in the program for NBPTS certification; 2) one–half the certification fee shall be paid for reimbursement once to each teacher who completes four scorable components as verified by the NBPTS; and 3) teachers who complete four scorable components, as verified by the NBPTS, may be reimbursed a maximum of $600.00 for expenses actually incurred while completing the certification process, with any subsidy funding received to be considered as partial or complete payment of this amount. Additionally, renewal fee reimbursement is available for each successful renewal of the certification as verified by the National Board for Professional Teaching Standards. A request for fee reimbursement must be received by the WVDE no later than June 15 of any fiscal year.

23.3.f.4. A classroom teacher who achieves NBPTS Certification shall be granted an annual salary supplement of $3,500.00 for the life of the certificate, up to ten years, providing that the appropriate application is submitted to the WVDE along with the documentation that the teacher has achieved NBPTS Certification. The payment shall be in addition to any amounts prescribed in the applicable state minimum salary schedule, shall be paid in equal monthly installments, and shall be considered a part of the state minimum salaries for teachers. A classroom teacher who renews the NBPTS Certification must re-apply to the state for the annual salary supplement renewal for the life of the renewed certificate, but in no event more than ten years for any one certification.

23.4. Reimbursement for Professional Personnel with Recognized National Certification in Speech-Language Pathology, Audiology, Counseling, School Psychology, and School Nursing.

23.4.a. General Criteria. – The purpose of this reimbursement is to recognize and reward certain professional personnel, as defined in W. Va. Code §18A-1-1, who hold advanced certification by the American Speech-Language-Hearing Association (ASHA), the National Board of Certified Counselors (NBCC) the West Virginia Board of Examiners in Counseling (WVBEC), the National Association of School Psychologists (NASP), or the National Board for Certification of School Nurses (NBCSN), and who meet other eligibility criteria as defined in W. Va. Code §18A-4-2b by providing a statewide salary supplement for these professional personnel employed in the public schools as speech-language pathologists, audiologists, counselors, school psychologists or school nurses. Additionally, this reimbursement is to recognize and reward eligible speech-language pathologists, audiologists, counselors, school psychologists or school nurses obtaining advanced certification by providing reimbursement of the

remainder of the application fee plus other expenses actually incurred toward attainment of the advanced certification.

23.4.b. Limitations. – The number of speech-language pathologists, audiologists, counselors, school psychologists or school nurses eligible for an annual salary supplement shall be limited to no more than one 115 combined total for the fiscal year beginning July 1, 2008, with an additional 115 allowable each fiscal year thereafter. The eligible professional personnel shall be determined each fiscal year by verification of the length of time that advanced certification has been held, the length of time that West Virginia certification in the endorsement area has been held, and the total months of work experience completed in the endorsement area. In addition, the number of speech-language pathologists, audiologists, counselors, school psychologists or school nurses eligible, upon attainment of the advanced certification, for reimbursement of the remainder of the application fee plus other expenses actually incurred toward attainment of the certification shall be limited to no more than 115 combined total for the first fiscal year beginning July 1, 2008, with an additional 115 allowable each fiscal year thereafter. The eligible professional personnel shall be determined each fiscal year by verification of the length of time that advanced certification has been held, the length of time that West Virginia certification in the endorsement area has been held, and the total months of work experience completed in the endorsement area. The total number of professional personnel reimbursed in any fiscal year is dependent upon the legislative funding granted for that fiscal year, but shall not exceed 115 in any fiscal year. Additionally, recognition of only one (1) advanced certification shall be allowed for any applicant for the purpose of obtaining the fee reimbursement and/or the salary supplement.

23.4.c. Reimbursement Schedule. – Beginning July 1, 2008, 115 professional personnel as defined in W. Va. Code §18A-1-1 who hold advanced certification by ASHA, NBCC, WVBEC, NASP or NBCSN, and who are employed in the West Virginia public schools, shall be granted an annual salary supplement of $2500 for the life of the advanced certification, or for ten years for any one certification, whichever first expires, with an additional 115 professional personnel allowable each fiscal year thereafter. Additionally, beginning July 1, 2008, 115 professional personnel as defined in W. Va. Code §18A-1-1 are eligible for reimbursement of one-half of the fee for advanced certification upon enrollment, and upon attainment of the advanced certification are eligible for reimbursement of the remaining one-half of the fee, plus other expenses actually incurred which are not to exceed $600 maximum, toward attainment of the advanced certification, maximum with reimbursement for an additional 115 professional personnel allowable each fiscal year thereafter.

23.4.c.1. Applications will be accepted from January 1 through September 15 each year for processing for speech-language pathologists, audiologists, counselors, school psychologists and school nurses. Applications received after the annual September 15 deadline through the following January 1 will be denied for reimbursement or salary supplement. Beginning January 1 of each year, applications received by the September 15 deadline for that year will be reviewed and ranked according to the criteria defined in §126-136-23.4 to identify the 115 additional applications eligible for payment during that year. These criteria include: 1) total months that board certification has been held; 2) total months of employment in a school system as a speech-language pathologist, audiologist, counselor, school psychologist or school nurse; and 3) total months that West Virginia certification as a speech-language pathologist, audiologist, counselor, school psychologist or school nurse has been held.

23.4.c.2. Only applicants who are employed in the West Virginia public school system as a speech-language pathologist, audiologist, counselor, school psychologist or school nurse at the time of application are eligible for this reimbursement or salary supplement.

23.4.d. Procedures for Obtaining Fee and Expenses Reimbursement and/or Salary Supplement for National Certification in Speech-Language Pathology, Audiology, Counseling, School Psychology or School Nursing.

23.4.d.1. Eligible professional personnel who enroll in or complete the initial ASHA, NBCC, WVBEC, NASP or NBCSN certification may submit a request for reimbursement of one-half of the fee for enrollment and one-half of the fee for completion, and up to a maximum of $600 for extra expenses incurred for the initial certification, as allowable under federal I.R.S. guidelines, by submitting the appropriate application to the WVDE with the appropriate documentation, which includes: 1) appropriate verification of payment of the advanced certification application fee(s); 2) verification that the applicant is enrolled in or has completed the advanced certification process; 3) a copy of the ASHA, NBCC, WVBEC, NASP or NBCSN advanced certificate and other official documentation, as needed, verifying the issuance and expiration dates of the advanced certification, if applying for completion or extra expenses incurred fees; 4) receipts for allowable expenses actually incurred, if applicable; 5) verification of the criteria listed in §126- 136-23.4; and 6) other documentation as required.

23.4.d.2. Eligible professional personnel who complete advanced ASHA, NBCC, WVBEC, NASP or NBCSN certification may submit a request for the annual salary supplement by submitting the appropriate application to the WVDE with the appropriate documentation, which includes: 1) a copy of the ASHA, NBCC, WVBEC, NASP or NBCSN advanced certificate and other official documentation, as needed, verifying the issuance and expiration dates of the advanced certification; 2) verification of the criteria listed in §126-136-23.; and 3) verification of current employment in the West Virginia public schools as a speech-language pathologist, audiologist, counselor, school psychologist or school nurse.

§126-136-24. Advanced Credentials.

24.1. Advanced Credentials are awarded to educators for completing professional development, coursework, and/or testing that exceeds the requirements for a professional certificate. Endorsements identified as Advanced Credentials have unique and specific requirements for the initial issuance and subsequent renewal. Advanced Credentials may be required for employment.

24.2. Validity Period. – The validity period of each Advanced Credential will differ. Any Advanced Credential that is not issued on a permanent basis shall expire on June 30 in the year in which it is set to expire. An Advanced Credential issued on a permanent basis shall remain as such provided the Professional Teaching Certificate remains valid and the Advanced Credential is not surrendered, suspended, or revoked.

24.3. Conditions of Issuance. – The applicant for an Advanced Credential must submit evidence of satisfying the specific conditions for issuance for the specialization for which the Advanced Credential is requested.

24.4. Types of Advanced Credentials. – Advanced Credentials shall be recommended to the WVBE by the WVDE for approval. Upon approval by the WVBE, the WVDE may begin to issue the Advanced Credential to eligible applicants.

24.4.a. Technology Integration Specialist. – The Technology Integration Specialist serves public schools in an instructional support capacity. The Technology Integration Specialist Advanced Credential

is valid for one year and shall expire on June 30. The applicant for licensure must provide evidence of satisfying the following criteria:

24.4.a.1. Valid Certificate. – Hold a valid West Virginia Professional Certificate, OR an Adult License endorsed for Adult Basic Education as described in §126- 136-11.8.a.2; AND

24.4.a.2. Professional Development. – Completion of 40 days (320 clock hours) of professional development credit related to technology integration programs offered or approved by the WVDE; AND

24.4.a.3. Recommendation. – Receive the recommendation of the county superintendent.

24.4.b. Renewal of the Technology Integration Specialist. – The Advanced Credential endorsed for Technology Integration Specialist may be renewed upon submission of the following evidence:

24.4.b.1. Valid Certificate. – Hold a valid West Virginia Professional Certificate, OR an Adult License endorsed for Adult Basic Education as described in §126-136-11.8.a.2; AND

24.4.b.2. Professional Development. Completion of five days (40 clock hours) of professional development credit related to technology integration programs offered or approved by the WVDE. The professional development must be completed between July 1 of the previous year and June 30 of the current year in which the renewal is sought; AND

24.4.b.3. Recommendation. – Receive the recommendation of the county superintendent.

24.4.c. Permanent Advanced Credential for Technology Integration Specialist. – The permanent Advanced Credential for Technology Integration Specialist is awarded upon successful completion of the required WVDE approved professional development and/or coursework. The applicant for licensure must provide evidence of satisfying the following criteria:

24.4.c.1. Three Consecutive Years. – Held an initial Technology Integration Specialist Advanced Credential AND completed two renewals of the Technology Integration Specialist Advanced Credential. The credential must have been held three consecutive years without lapse; AND

24.4.c.2. Professional Development. – Completion of five days (40 clock hours) of professional development credit related to technology integration programs offered or approved by the WVDE. The professional development must be completed between July 1 of the previous year and June 30 of the current year in which the permanent advanced credential is sought; AND

24.4.c.3. Recommendation. – Receive the recommendation of the county superintendent.

24.4.d. Mentor Teacher. – The mentor teacher serves as a member of the professional support team defined in W. Va. Code §18A-3C-3, designed to support teachers new to the profession. The Mentor Teacher Advanced Credential is valid for a period of three years and shall expire on June 30 in the year it is set to expire. The applicant for licensure must provide evidence of satisfying the following criteria:

24.4.d.1. Valid Certificate. – Hold a valid West Virginia Professional Certificate; AND

24.4.d.2. Professional Development. – Complete at least two days (15-clock hours) of professional development offered through the West Virginia Center for Professional Development (WVCPD) after June 1, 2006 that is consistent with goals identified by the WVBE; AND

24.4.d.3. Experience. – Verify at least three years of teaching experience; AND

24.4.d.4. Recommendation. – Receive the recommendation of the county superintendent.

24.4.e. Master Mentor Teacher. – The master mentor teacher serves as a member of the professional support team defined in W. Va. Code §18A-3C-3, designed to support teachers new to the profession. The Master Mentor Teacher Advanced Credential is valid for a period of three years and shall expire on June 30 in the year it is set to expire. The applicant for licensure must provide evidence of satisfying the following criteria:

24.4.e.1. Valid Certificate. - Hold a valid West Virginia Professional Certificate; AND

24.4.e.2. Professional Development. – Completion of at least four days (30 clock hours) of professional development offered through the WVCPD after June 1, 2006 that is consistent with the goals identified by the WVBE; AND

24.4.e.3. Experience. – Verify at least three years of teaching experience; AND

24.4.e.4. Recommendation – Receive the recommendation of the county superintendent.

24.4.f. Renewal of Mentor Teacher or Master Mentor Teacher. – The Advanced Credential endorsed for Mentor Teacher or for Master Mentor Teacher shall be renewed upon submission of the following evidence:

24.4.f.1. Valid Certificate. – Hold a valid West Virginia Professional Certificate and a valid or expired Mentor Teacher or Master Mentor Teacher Certificate; AND

24.4.f.2. Professional Development. – Completion of at least two additional days (15 clock hours) of professional development offered through the WVCPD after June 1, 2006 that is consistent with the goals identified by the WVBE and after the issuance of the Advanced Credential being renewed; AND

24.4.f.3. Recommendation. – Receive the recommendation of the county superintendent.

24.4.g. Advanced Placement Teacher. – The Advanced Placement teacher delivers instruction in college-level courses, approved by the College Board, in the high school setting. The Advanced Credential endorsed for the Advanced Placement Teacher is valid for a period of three years and shall expire on the June 30 in the year in which is set to expire. The applicant for licensure must submit evidence of satisfying the following criteria:

24.4.g.1. Valid Certificate. – Hold a valid West Virginia Professional Certificate;
AND

24.4.g.2. Professional Development. – Successful completion of any one of the following:

24.4.g.2.A. Advanced Placement Institute. – Successfully complete a 30-clock hour College Board endorsed Advanced Placement Summer Institute or an equivalent College Board endorsed Advanced Placement Summer Institute offered through the WVCPD or an out-of-state provider endorsed by the College Board. All professional development for the initial Advanced Placement Teacher Advanced Credential must have been completed subsequent to June 1, 2005; OR

24.4.g.2.B. Advanced Placement Exam Reader. – Be accepted by the College Board to read exams and participate in at least one Advanced Placement Exam Reading; OR

24.4.g.2.C. Advanced Placement Workshop Consultant. – Be accepted by the College Board to offer institutes and workshops and deliver at least one course-specific institute or workshop; OR

24.4.g.2.D. Advanced Placement Mentor. - Successfully serve as a mentor to a novice Advanced Placement teacher; OR

24.4.g.2.E. Content-Specific Coursework. – Successfully complete at least three semester hours of coursework directly related to the Advanced Placement course for which licensure is sought; AND

24.4.g.2.E.1. Advanced Placement Course Audit. - Successfully complete the Advanced Placement Course Audit required by the College Board; AND

24.4.g.2.E.2. Recommendation. – Receive the recommendation of the county superintendent.

24.4.h. Renewal of Advanced Placement Teacher. – The applicant for licensure must submit evidence of successful completion of the requirements identified in §126-136-24.4.g. The requirements for renewal must have been met subsequent to the renewal of the license being renewed and within five years of the date of application.

24.4.i. Personal Finance Education Specialist. – The advanced credential endorsed for Personal Finance Education Specialist is awarded upon completion of professional development offered/approved by the WVDE. The Personal Finance Education Specialist delivers instruction to students in grades K-Adult utilizing the Teach 21 framework. The Advanced Credential endorsed for Personal Finance Education is valid for a period of three years and shall expire on June 30 in the year in which it is set to expire. The applicant for licensure must submit evidence of satisfying the following criteria:

24.4.i.1. Valid Certificate. – Hold a valid West Virginia Professional Certificate; AND

24.4.i.2. Professional Development. – Successful completion of the following:

24.4.i.2.A. Professional Development. - Successfully complete professional development on personal finance education provided and/or approved by the WVDE.

24.4.i.2.B. Curriculum Integration. – Successfully document the integration of personal finance education into the core curriculum utilizing the Teach 21 framework approved by the WVDE.

24.4.j. Renewal of the Personal Finance Education Specialist. – The Advanced Credential endorsed for Personal Finance Education Specialist may be renewed upon submission of the following evidence:

24.4.j.1. Valid Certificate. – Hold a valid West Virginia Professional Certificate; AND

24.4.j.2. Professional Development. – Completion of professional development related to personal finance education knowledge, skills, and pedagogy offered/approved by the WVDE or another nationally recognized organization; OR

24.4.j.3. Content-Specific Coursework. – Successfully complete at least three semester hours of coursework from a regionally accredited institution of higher education and directly related to the field of Personal Finance Education.

24.4.k. Permanent Advanced Credential. – The Advanced Credential endorsed for Personal Finance Education Specialist may become a permanent Advanced Credential. The applicant for the permanent Advanced Credential endorsed for Personal Finance Specialist must submit evidence of meeting the following criteria:

24.4.k.1. Valid Certificate. – Hold a valid West Virginia Professional Certificate; AND

24.4.k.2. Currently hold a valid or expired Advanced Credential endorsed for Personal Finance Education Specialist, having renewed it at least one time at the appropriate renewal period; AND

24.4.k.3. Professional Development. – Completion of an additional five days professional development related to personal finance education knowledge, skills, and pedagogy and offered/approved by the WVDE; AND

24.4.k.4. Content–Specific Coursework. – Successfully complete at least three semester hours of coursework from a regionally accredited institution of higher education or its equivalent from West Virginia eLearning, and directly related to the field of Personal Finance Education.

24.4.l. Teacher Leadership for Building School and Community Culture. – The advanced credential for Teacher Leadership for Building School Culture is awarded upon completion of WVDE-approved professional development or coursework delivered through a regionally accredited institution of higher education related to facilitating the teacher's ability to support and sustain a cohesive school and community culture. Applicants for the Teacher Leadership for Building School and Community Culture Advanced Credential must provide evidence of satisfying the following criteria:

24.4.l.1. Valid Certificate. – Hold a valid West Virginia Professional Certificate; AND

24.4.l.2. Coursework/Professional Development. – Successfully complete coursework and/or professional development approved by the WVDE and directly related to teacher leadership for building school and community culture; AND

24.4.l.3. Recommendation. – Receive the recommendation of the county superintendent.

24.4.m. Teacher Leadership for Student Learning. – The advanced credential for Teacher Leadership for Student Learning is awarded upon completion of WVDE-approved professional development coursework delivered through a regionally accredited institution of higher education related to building the teacher's capacity to improve professional practice by supporting other educators through shared inquiry/collaborative teaming practices to enhance student learning for the school community. The advanced credential endorsed for Teacher Leadership for Student Learning is valid for five (5) years. Applicants for the Teacher Leadership for Student Learning Advanced Credential must provide evidence of satisfying the following criteria:

24.4.m.1. Valid Certificate. – Hold a valid five-year West Virginia Professional Certificate; AND

24.4.m.2. Coursework/Professional Development. – Successfully complete coursework and professional development approved by the WVDE and directly related to teacher leadership for student learning; AND

24.4.m.3. Recommendation. – Receive the recommendation of the county superintendent.

24.4.n. Teacher Leadership for Professional Learning. – The advanced credential for Teacher Leadership for Professional Development is awarded upon completion of WVDE-approved professional development or coursework delivered through a regionally accredited institution of higher education related to facilitating the teacher's ability to support a culture of continual professional growth. Applicants for the Teacher Leadership for Professional Learning Advanced Credential must provide evidence of satisfying the following criteria:

24.4.n.1. Valid Certificate. – Hold a valid West Virginia Professional Certificate; AND

24.4.n.2. Coursework/Professional Development. - Successfully complete coursework and/or professional development approved by the WVDE and directly related to teacher leadership for professional learning; AND

24.4.n.3. Recommendation. – Receive the recommendation of the county superintendent.

24.4.o. Business Education. – The Business Education Specialist serves public schools in an instructional capacity. The Business Education Specialist Advanced Credential is valid permanently. The applicant for licensure must provide evidence of satisfying the following criteria:

24.4.o.1. Valid Certificate. – Hold a valid West Virginia Professional Certificate endorsed at a minimum for one of the following: 0710 Marketing Education or 0700 Distributive Education: AND

24.4.o.2. Professional Development. – Successful completion of fifteen (15) clock hours of professional development approved by the WVDE, and successful completion of assignments related to Business Education programs offered by the WVDE; AND

24.4.o.3. Recommendation. – Receive the recommendation of the county superintendent.

24.4.p. Marketing Education. – The Marketing Education Specialist serves public schools in an instructional capacity. The Marketing Education Specialist Advanced Credential is valid permanently. The applicant for licensure must provide evidence of satisfying the following criteria:

24.4.p.1. Valid Certificate. – Hold a valid West Virginia Professional Certificate; endorsed for one, at a minimum, of the following: 0400 Business Principles; 0419 Business Principles including Business Mathematics; 0500 Secretarial Studies or Occupation Commerce; 0519 Secretarial Studies including Business Mathematics; 0600 Business Education; 0605 Business Education including Business Math; or 0700 Distributive Education: AND

24.4.p.2. Professional Development. – Successful completion of fifteen (15) clock hours of WVDE-approved professional development and successful completion of assignments related to Marketing Education programs offered by the WVDE; AND

24.4.p.3. Recommendation. – Receive the recommendation of the county superintendent.

24.4.q. Coordinator of Career and Work Skills Training. – The Advanced Credential for the Coordinator of Career and Work Skills Training is awarded upon completion of WVDE-approved professional development and/or coursework. The credential is valid permanently. The applicant for licensure must provide evidence of satisfying the following criteria:

24.4.q.1. Hold a Career and Technical Education Certificate or a Professional Teaching Certificate endorsed for a specialization identified on the West Virginia Department of Education website AND

24.4.q.2. Wage-Earning Experience. – Complete a minimum of one year (2,000 clock hours) of related wage earning experience in a non-teaching position; AND

24.4.q.3. Professional Development. – Successfully complete professional development and/or coursework related to the Coordinator of Career and Work Skills training programs in Career and Technical Education as specified/approved by the WVDE.

24.4.q.4. Recommendation. – Receive the recommendation of the county superintendent.

24.4.r. Careers in Education. – The advanced credential for Careers in Education is awarded upon completion of WVDE-approved professional development and/or coursework. The credential is valid permanently. The applicant for licensure must provide evidence of satisfying the following criteria:

24.4.r.1. Valid Certificate. – Hold a Career and Technical Education Certificate or a Professional Teaching Certificate; AND

24.4.r.2. Professional Development. – Complete professional development and/or coursework related to Careers in Education training programs in Career and Technical Education as specified by the WVDE; AND

24.4.r.3. Recommendation. – Receive the recommendation of the county superintendent.

24.4.s. Permanent Advanced Credential for ORACLE. – The permanent advanced credential for ORACLE is awarded upon completion of WVDE-approved professional development and/or coursework. The applicant for licensure must provide evidence of satisfying the following criteria:

24.4.s.1. Valid Certificate. – Hold a Career and Technical Education Certificate or a Professional Teaching Certificate; AND

24.4.s.2. Professional Development. – Complete professional development and/or WVDE-approved coursework related to Career and Technical Education; AND

24.4.s.3. Recommendation. – Receive the recommendation of the county superintendent.

24.4.t. Permanent Advanced Credential for Certified Internet Webmaster. – The permanent advanced credential for Certified Internet Webmaster is awarded upon completion of WVDE-approved professional development and/or coursework. The applicant for licensure must provide evidence of satisfying the following criteria:

24.4.t.1. Valid Certificate. – Hold a Career and Technical Education Certificate or a Professional Teaching Certificate; AND

24.4.t.2. Professional Development. – Complete professional development and/or WVDE-approved coursework related to Career and Technical Education; AND

24.4.t.3. Recommendation. – Receive the recommendation of the county superintendent.

§126-136-25. Severability.

25.1. If any provision of this rule or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this rule.

APPENDIX A

PROGRAMMATIC LEVELS AND SPECIALIZATIONS RECOGNIZED
ON THE PROFESSIONAL LICENSE

Recognized Programmatic Levels

• Preschool Education	PreK-PreK
• Preschool to Adult	PreK-Adult
• Kindergarten to Grade 12	Grades K-12
• Early Education	PreK-K
• Early Childhood	Grades K-4
• Elementary Education	Grades K-6
• Middle Childhood	Grades 5-9
• Adolescent	Grades 9-Adult
• Adult	Adult

Grade Level Options for General Education Specializations

Agriculture	5-Adult
American Sign Language	PreK-Adult, 5-Adult
Any Modern Foreign Language	PreK-Adult, 5-Adult
Art	PreK-Adult, 5-Adult, 5-9
Biology	9-Adult
Business Education	5-Adult, 9-Adult
Business Education/Marketing	5-Adult, 9-Adult
Chemistry	9-Adult
Chemistry/Physics	9-Adult
Chinese	PreK-Adult, 5-Adult
Computer Science Education	PreK-Adult
Dance	PreK-Adult, 5-Adult
Driver Education	9-Adult
Earth & Space Science	5-Adult
Early Childhood Education	K-4
Early Education	PreK-K
Elementary Education	K-6

Elementary Mathematics Education	K-6
Elementary Mathematics Specialist[2]	K-6
English	5-Adult, 5-9
English as a Second Language	PreK-Adult
Family & Consumer Science	5-Adult
French	PreK-Adult, 5-Adult
General, Integrated Mathematics	5-Adult
General Math	5-9
General Science	5-Adult, 5-9
German	PreK-Adult, 5-Adult
Health	PreK-Adult, 5-Adult
Instructional Technology	PreK-Adult
Japanese	PreK-Adult, 5 Adult
Journalism	5-Adult, 9-Adult
Latin	5-Adult, PreK-Adult
Marketing	9-Adult
Mathematics	5-9, 5-Adult
Middle Childhood	5-9
Music	PreK-Adult
Oral Communications	5-Adult, 9-Adult
Physical Education	PreK-Adult, 5-Adult, 5-9
Physics	9-Adult
Preschool Education	PreK-PreK
Reading Education	PreK-K, K-6, 5-Adult
Reading Specialist[1,2,3]	PreK-Adult
Russian	PreK-Adult, 5-Adult
School-Library Media	PreK-Adult
Social Studies	5-Adult, 5-9
Spanish	PreK-Adult, 5-Adult
Technology Education	5-Adult
Theatre	PreK-Adult, 5-Adult
Wellness (Health-Physical Education Combined Major)	PreK-Adult

Grade Level Options for Special Education Specializations

Autism[4]	PreK-PreK, K-6, 5-Adult
Emotional/Behavior Disorders	K-6, 5-Adult
Gifted	1-12
Deaf and Hard of Hearing	PreK-Adult
Mentally Impaired (Mild/Moderate)	K-6, 5-Adult
Multi-Categorical (E/BD , MI, SLD, excluding Autism)	K-6, 5-Adult
Preschool Special Needs	PreK-K
Severe Disabilities	K-Adult
Specific Learning Disabilities	K-6, 5-Adult
Visual Impairment	PreK-Adult

Grade Level Options for Student Support Specializations

Counselor[2]	PreK-Adult
School Nurse	PreK-Adult
School Psychologist[2]	PreK-Adult
Social Services and Attendance	PreK-Adult
Speech Language Pathologist[2]	PreK-Adult
Speech Assistant	PreK-Adult

Grade Level Options for Administrative Specializations

General Supervisor[2]	PreK-Adult
Principal[2]	PreK-Adult
Superintendent[2]	PreK-Adult

[1]Graduate Level Certification Program Required

[2]Master's Degree Required

[3]Reading Specialist requires a completion of a Master's Degree in Reading Specialist OR a Master's Degree and a Graduate Certification Program in Reading Specialist reflective on official seal bearing transcripts.

[4]Autism. An individual may not add the Autism Endorsement from solely taking the content area test for Autism. Please see Section 19.3 of this policy for requirements to add Autism to a certificate.

The WVDE shall issue certificates for discontinued specializations only to those students enrolled in an approved program at the time the program was discontinued.

Grade Level Options for Classroom Assistant Teachers

Early Childhood Classroom Assistant Teacher Authorization	PreK-K

Grade Level Options for Career and Technical Specializations

All Specializations	5-Adult

Grade Level Options for Paraprofessionals

Paraprofessionals[5]	1-Adult

[5]Associate Degree required

APPENDIX B

ENDORSEMENTS ELIGIBLE FOR THE PERMANENT
AUTHORIZATION OF GRADE LEVELS

General Education Specializations

The following teachers assigned to serve students identified in the left column may be assigned to provide services to students identified in the right column provided they secure the appropriate authorization.

Art K-12 or 1-12	Pre-K-Adult
Art 1-9	Pre-K-9
Gifted 1-12, 1-6 or 5-12	1-12
Health 1-12 or K-12	Pre-K-Adult
Music K-12 or 1-12	Pre-K-Adult
Music 1-9	Pre-K-9
Physical Education K-12 or 1-12	Pre-K-Adult
Physical Education 1-9	Pre-K-9
Reading Specialist K-12 or 1-12	Pre-K-Adult
Reading Specialist 1-9	Pre-K-9
Hearing Impaired K-12	Pre-K-Adult
School Library/Media K-12	Pre-K-Adult
Severe Disabilities K-12 or K-AD	Pre-K-Adult
Visually Impaired K-12 or K-AD	Pre-K-Adult

Student Support Specializations

The following school support service personnel assigned to provide services to students identified in the left column may be assigned to provide services to students listed in the right column provided they secure the appropriate authorization.

Counselors K-8	Pre-K-8
Counselors K-9	Pre-K-9
Counselors K-12	Pre-K-Adult
Counselors 1-9	Pre-K-9
Counselors 7-12 or 5-12	7-Adult or 5-Adult
Speech and Hearing Therapy K-12 or 1-12	Pre-K-Adult
Speech and Hearing Therapy 1-9	Pre-K-9
Educational Audiologist K-12	Pre-K-Adult
Speech Language Pathologist K-12	Pre-K-Adult
School Nurse K-12	Pre-K-Adult
Speech Therapy 1-12	Pre-K-Adult
School Psychologist K-12 or 1-12	Pre-K-Adult
School Services/Attendance K-12	Pre-K-Adult

Administrative Specializations

The following school administrators and supervisors assigned to serve students identified in the left column may be assigned to provide services to students listed in the right column provided they secure the appropriate authorization.

Superintendents K-12 or 1-12	Pre-K-Adult
Principals K-8 or 1-8	Pre-K-8
Principals K-9 or 1-9	Pre-K-9
Principals 7-12 or 5-12	7-Adult or 5-Adult
Supervisors General Instruction K-12	Pre-K-Adult

APPENDIX C

TABLE OF CONTENTS

PAGE

§126-136-1. General 1

§126-136-2. Summary 1

§126-136-3. Purpose 1

§126-136.4. Definitions 2

§126-136-5. Categories of Licenses 9

§126-136-6. Legal Basis for Licensure 10

§126-136-7. Responsibilities for Licensure 12

§126-136-8. Highly Qualified Teacher 15

§126-136-9. General Requirements and Dates Certain for Licensure 15

§126-136-10. Licenses for Professional Educators 18

§126-136-11. Permits Issued to Professional Educators 32

§126-136-12. Early Childhood Classroom Assistant Teacher Authorization and Paraprofessional Certification. 60

§126-136-13. Grade Level Expansion. 67

§126-136-14. Waivers and Extensions 67

§126-136-15. Alternative Routes to Certification 68

§126-136-16. Out-of-State Applicants 71

§126-136-17. Non-United States Citizen 73

§126-136-18. Appropriate Assignments According to License. 74

§126-136-19. Special Education 76

§126-136-20. Athletic and Limited Football Trainer 77

§126-136-21. Additional Endorsement(s) for Existing License. 78

§126-136-22. Advanced Salary Classifications 79

§126-136-23. Fee Reimbursements and Salary Supplements 82

§126-136-24. Advanced Credentials 86

§126-136-25. Severability 93

Appendix A Programmatic Level Specializations Recognized on the Professional License 94

Appendix B Endorsements Eligible for the Permanent Authorization of Grade Level 98

Appendix C Table of Contents 100