



**WEST VIRGINIA SECRETARY OF STATE**

**MAC WARNER**

**ADMINISTRATIVE LAW DIVISION**

**eFILED**

6/14/2023 3:00 PM

Office of West Virginia  
Secretary Of State

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**NOTICE OF FINAL FILING AND ADOPTION OF A LEGISLATIVE EXEMPT, INTERPRETIVE OR PROCEDURAL  
RULE**

AGENCY: Education TITLE-SERIES: 126-136

RULE TYPE: Legislative Exempt Amendment to Existing Rule: Yes Repeal of existing rule: No

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

CITE STATUTORY 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); and, W. Va. Bd. of Educ. v. Bd. of Educ., 239 W. Va. 705, 806 S.E. 2d 136 (2017)

This rule is filed with the Secretary of State. This rule becomes effective on the following date:

July 17, 2023

**BY CHOOSING 'YES', I ATTEST THAT THE PREVIOUS STATEMENT IS TRUE AND CORRECT.**

**Yes**

**Stephanie Abraham -- 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.**

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. -- W. Va. Constitution, Article XII, §2, and 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-3-1b, 18A-3-1c, 18A-3-1d, 18A-3-1e, 18A-3-1f, 18A-3-1g, 18A-3-1h, 18A-3-1i, 18A-3-2, 18A-3-2a, 18A-3-3, 18A-3-3a, 18A-3-6, 18A-3-7, 18A-3-10, 18A-3A-2d, 18A-3A-3, 18A-3C-3, 18A-4-1, 18A-4-2a, 18A-4-2b, 18A-4-3, 18A-4-4, 18A-4-7a, 18A-4-8, 18B-1B-1, 18A-4-8e, 29B-1-4, and 30-20A-2.

1.3. Filing Date. -- June 14, 2023.

1.4. Effective Date. -- July 17, 2023.

1.5. Repeal of Former Rule. -- This legislative rule repeals and replaces W. Va. 126CSR136, Policy 5202, Minimum Requirements for the Licensure of Professional/Paraprofessional Personnel and Advanced Salary Classifications (Policy 5202), filed October 14, 2021, and effective November 15, 2021.

**§126-136-2. Summary.**

2.1. This policy outlines the minimum requirements for the various certificates approved by the West Virginia Board of Education (WVBE) and issued by the State Superintendent of Schools (State Superintendent), to educators and paraprofessionals who qualify to work in West Virginia's public schools. This policy also outlines the qualifications for advanced salary classifications. Important terminology is defined, governing principles are identified, and the criteria for issuance of each certificate and salary classification are established. Guidance for applying for certification and licensure is provided by the West Virginia Department of Education (WVDE).

**§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 this policy supports the proposition that licensure patterns and specializations should meet the needs of students and the mobility of qualified educational personnel.

**§126-136-4. Definitions.**

4.1. Academic Major. At least 21 semester hours of coursework from an accredited IHE taken in a single content area as identified on the official seal-bearing transcript or verified by the IHE from which the individual received the degree. The 21 semester hours of coursework must count toward completion of the degree and shall not include any hours reflecting remedial coursework.

4.2. Advanced Credential. A certificate awarded to educators upon completion of specific professional learning, 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 (NBPTS), in content area, and/or a master's degree (MA) or doctorate (Ph.D., Ed.D.) in the content area.

4.3. Advanced Salary Classification. The upgrading of an educator's salary classification to bachelor's plus 15 (BA+15), master's (MA), master's plus 15 (MA+15), master's plus 30 (MA+30), master's plus 45 (MA+45), or doctorate.

4.4. Ancillary Requirements. For purposes of implementing the National Association of State Directors of Teaching Education Certification (NASDTEC) Interstate Agreement, ancillary requirements include the following but not limited to: minimum Grade Point Average (GPA), standardized testing or assessment, Evaluation Leadership Institute (ELI), mentoring, experience, and graduation from an accredited IHE.

4.5. Appeal. A written request submitted by an individual for an appeal of denial for cause based on the provisions of section 6.2.h. The appellant shall cite, in writing, the basis for the appeal and shall include evidence to support the appellant's contention.

4.6. Approved Career Technical Education (CTE) Preparation Program. An educational program delivered by a regionally accredited IHE, based upon West Virginia Department of Education (WVDE)-adopted CTE program objectives and other requirements, and which has the endorsement of the WVBE.

4.7. Approved Program. An educational preparation program as defined in W. Va. 126CSR114, Policy 5100, Approval of Educator Preparation Programs (Policy 5100), and W. Va. 126CSR161, Policy 5901, Regulations for Alternative Certification Programs for the Education of Teachers (Policy 5901).

4.8. Associate Degree (AA). An associate degree from an accredited IHE which has been issued to or for which the requirements for such have been met.

4.9. Automatic Revocation. The immediate termination of all rights and privileges of teacher licensure or certification as provided for by W. Va. Code §18A-3-6(d) as a result of a guilty plea or conviction for: the crimes of child abuse or sexual abuse under W. Va. Code §61-8D-3 or §61-8D-5, or a comparable statute or statutes in another state; a guilty plea or conviction for any criminal offense that requires a teacher to register as a sex offender; a guilty plea or conviction for any criminal offense which has an element of delivery or distribution of a controlled substance; or, a guilty plea or conviction under W. Va.

Code §61-2-1, or a conviction under any law of the United States or any other state for an offense with the same elements as those offenses described in W. Va. Code §61-2-1; or having been adjudicated by a court of competent jurisdiction as having committed abuse of a child under W. Va. Code §49-4-601.

4.10. Automatic Suspension. The immediate suspension of all rights and privileges of teacher licensure or certification as provided for by W. Va. Code §18A-3-6(b) as a result of: a charge or indictment for an offense under W. Va. Code §61-8D-3 or §61-8D-5 or comparable statute in any other state; a charge or indictment for any criminal offense that requires the teacher or certificate holder to register as a sex offender; a charge or indictment with any criminal offense which has as an element delivery or distribution of a controlled substance; a charge or indictment for any offense under W. Va. Code §61-2-1 or under any law of the United States or any other state for an offense which has the same elements as those offenses described in 61-2-1; or, having been alleged to have committed abuse of a child in a petition filed pursuant to W. Va. Code §49-4-601.

4.11. Bachelor's Degree (BA). A bachelor's degree from an accredited IHE 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.

4.12. Bachelor's Degree plus 15 (BA+15). A bachelor's degree from an accredited IHE plus 15 semester hours of approved coursework from an accredited IHE, approved to offer graduate credit, met by a person who qualifies for or holds a Professional Certificate or its equivalent.

4.13. Beginning Educator. A classroom teacher with fewer than two years of teaching experience.

4.14. 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 the candidate during the transition to a new job assignment and to promote professional growth, in accordance with W. Va. Code §18A-3C-3.

4.15. Board of Education. A legally constituted entity with hiring authority including the WVBE, WVDE, county board of education, or any non-public school or non-public school system in West Virginia. Reference to county board or board of education pertaining to licensure applies to public schools under the supervision of the WVBE or the WVDE.

4.16. Career Technical Education (CTE) Bachelor's Degree plus 15 (BA+15). Completion of the coursework for issuance of the CTE Certificate plus an additional 15 semester hours of approved coursework from a regionally accredited IHE.

4.17. Career Technical Education (CTE) Master's Degree (MA). Completion of the coursework for issuance of the CTE Certificate plus 30 semester hours of approved coursework from a regionally accredited IHE.

4.18. Career Technical Education (CTE) Master's Degree plus 15 (MA+15). Completion of the coursework for issuance of the CTE Certificate plus an additional 45 semester hours of approved coursework from a regionally accredited IHE.

4.19. Career Technical Education (CTE) Master's Degree plus 30 (MA+30). Completion of the

coursework for issuance of the CTE Certificate plus an additional 60 semester hours of approved coursework from a regionally accredited IHE. A CTE educator who holds a permanent CTE Certificate and a bachelor's degree shall qualify for the MA+30 salary classification.

4.20. Career Technical Education (CTE) Master's Degree plus 45 (MA+45). Completion of the coursework for issuance of the CTE Certificate plus an additional 75 semester hours of approved coursework from a regionally accredited IHE. A CTE educator who holds a permanent CTE certificate and has completed a BA+15 semester hours of graduate credit shall qualify for the MA+45 salary classification.

4.21. Certificate. Any or all documents issued by the licensing agency to empower an individual to perform designated services within the public schools of West Virginia.

4.22. Certificate Holder. Any individual who has been issued a credential by the State Superintendent or the WVDE under Policy 5202 or W. Va. Code §18A-3-1.

4.23. Clinical Experience Permit. A credential issued to an educator (teacher, administrator, or student support) candidate who is both enrolled and in good standing as part of an in-state or out-of-state approved preparation program, at an accredited IHE. The IHE must hold a current agreement with a West Virginia county board of education for the clinical experience placement. This permit is not required for individuals who hold a valid or expired West Virginia Professional Teaching Certificate, Administrative Certificate, Student Support Certificate, or a valid First-Class/Full-Time Permit, Alternative Teaching Certificate, Provisional Alternative Certificate, Out-of-Field Authorization, Clinical Teacher of Record (CTR), or Clinical Residence Permit.

4.23.a. Individuals may or may not have yet obtained a BA and are required to obtain this permit prior to beginning a clinical experience in a West Virginia public or non-public school as described in Policy 5100.

4.23.b. This permit shall not be considered an initial certificate since eligible individuals have not completed all program requirements for initial licensure.

4.24. Clinical Teacher of Record (CTR). A credential issued to an individual who meets specific requirements of a state-approved preparation program at an IHE that has a current agreement with a county board of education in West Virginia for student placement which has been authorized by the WVBE, has completed required testing, and who may not have yet obtained a BA. This permit shall not be considered an initial certificate since eligible individuals have not completed all program requirements for initial licensure.

4.25. Community Programs. 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 childcare settings, private preschools, and Head Start. Community programs complement early childhood education services operated directly by county boards of education.

4.26. CTE Concentration. A CTE concentration is the focused study of knowledge and skills required for specific occupations and is reflective of specific endorsements recognized on the credential.

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

4.28. County Superintendent. The chief administrative officer of a county board of education in West Virginia.

4.29. Day. Calendar day.

4.30. Denial for Cause. A denial based on a candidate's not meeting the criteria for licensure established in the portion of W. Va. Code §18A-3-1(i), 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.

4.31. Doctorate. A doctoral degree from an accredited IHE 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.

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

4.33. Early Childhood Classroom Assistant Teacher (ECCAT) Paraprofessional Certificate. A person who has completed permanent authorization requirements, and who holds a paraprofessional certificate. (Refer to W. Va. Code §18A-4-8(38).)

4.34. Early Childhood Classroom Assistant Teacher (ECCAT) Permanent Authorization. A person who has completed the minimum requirements for a state-awarded certificate for ECCAT that meets or exceeds the requirements for a child development associate (CDA). The CDA or the West Virginia Apprenticeship for Child Development Specialists (ACDS) shall be equivalent to the WVDE-approved coursework. (Refer to W. Va. Code §18A-4-8.)

4.35. Early Childhood Classroom Assistant Teacher (ECCAT) Temporary Authorization. A person who does not possess minimum requirements for the permanent authorization requirements but is employed in an ECCAT position and enrolled in and pursuing requirements. (Refer to W. Va. Code §§18A-4-8(36)-(38) and 18A-4-8(71).)

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

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

4.38. Experience. A professional assignment consistent with the endorsement(s) identified on the educator's certificate(s).

4.39. Fee. For purpose of tuition reimbursement only, in accordance with W. Va. Code §18A-3-3a, any mandatory cost associated with tuition, as assessed by the IHE, excluding payment for books and supplies.

4.40. Good Faith Eligibility. For purposes of certification application and effective date of certificates,

refers to the time period, not to exceed three school months, where an applicant who has met all certification requirements may be awaiting receipt of required documentation for the submitted application, except where the WVDE review protocols require additional processing time.

4.41. Graduate Credit. Graduate level credit earned at an accredited IHE and approved to offer graduate credit.

4.42. 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.

4.43. Initial Certificate. The first certificate issued to an individual by the State Superintendent or the WVDE under Policy 5202 or W. Va. Code §18A-3-1.

4.44. Institution of Higher Education (IHE). An accredited college or university. An IHE is accredited by the official accrediting state agency in which the IHE is located, and by one of the regionally accrediting agencies recognized by the Council for Higher Education (CHEA), by one of the National Faith-Related Accrediting Organizations recognized by CHEA and the United States Department of Education (ED), or by the Accrediting Council for Independent Colleges and Schools, to award degrees at stipulated levels (BA, MA, and/or doctorate).

4.45. Instructional Technology or Educational Technology. A research-based, systemic approach to define, understand, design, utilize, implement, manage, and evaluate appropriate educational technology applications, resources, and tools aligned to state-approved content standards for instruction to improve student learning.

4.46. International 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 an international credential evaluation service recognized by the Association of International Credential Evaluators or the National Association of Credential Evaluation Services. For purposes of advance salary classification, the report shall include the number of equivalent semester hours completed.

4.47. Licensing Agency. State Superintendent or WVDE.

4.48. Long-Term Substitute. A licensed educator who temporarily replaces, up to and including more than 30 consecutive instructional days, the person assigned to an educator position.

4.49. Master's Degree (MA). A master's degree related to the public schools earned at an accredited IHE 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.

4.50. Master's Degree plus 15 (MA+15). A master's degree related to the public schools earned in an accredited IHE plus an additional 15 semester hours of approved graduate coursework from an accredited IHE. This classification requires a total of 45 semester hours including a master's degree and shall be recognized only in the Professional Certificate or its equivalent.

4.51. Master's Degree plus 30 (MA+30). A master's degree related to the public schools earned in an

accredited IHE plus an additional 30 semester hours of approved graduate coursework from an accredited IHE. This classification requires a total of 60 semester hours including a master's degree and shall be recognized only on the Professional Certificate or its equivalent.

4.52. Master's Degree plus 45 (MA+45). A master's degree related to the public schools earned in an accredited IHE plus an additional 45 semester hours of approved graduate coursework from an accredited IHE. This classification requires a total of 75 semester hours including a master's degree and shall be recognized only on the Professional Certificate or its equivalent.

4.53. 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).

4.54. One Year of Experience. One year of full-time experience for conversion/permanent licensure purposes equals 133 paid days within one school year in an assignment for which the person holds a valid certificate.

4.55. Paraprofessional. Personnel certified pursuant to the provisions of WVC §18A-3-2a who are employed to perform duties in a support capacity including but not limited to facilitating in the instruction and direct and indirect supervision of students under the direction of a principal, a teacher, or another designated professional educator.

4.56. Performance-Based Assessment. As defined in Policy 5100.

4.57. 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 policy.

4.58. Professional Certificate or Equivalent. A Professional Teaching Certificate, Professional Student Support Certificate, Professional Administrative Certificate, CTE Certificate, Provisional Alternative Certificate, Provisional Professional Student Support Certificate, Provisional Professional Administrative Certificate, Temporary CTE Certificate, Permit for Non-United-States Citizen, Permanent Authorization for School Nurse, and/or the Alternative Teaching Certificate in order to work in the public schools of West Virginia.

4.59. Professional Commitment. A written agreement signed by an educator to pursue certification in the endorsement area(s) in which the candidate is employed.

4.60. Quarter Hour Conversion. Equivalent to two-thirds of one semester hour.

4.61. Related to the Public School Program. For purposes of renewal and advanced salary classification, related to the public school program shall mean: any course offering included in a degree program in the field of K-12 or CTE education; content and/or professional education coursework related to the current licensure; content and/or professional education coursework required for an additional endorsement; professional learning/special topics coursework approved by the WVDE; coursework identified in the personnel evaluation process; coursework related to technology for education; and/or coursework related to the mission and goals of the WVBE and/or the school organization.

4.62. Renewal. The extension of the certificate's validity period under conditions set forth in WVBE policies.

4.63. Revocation. The termination of all rights and privileges of licensure or certification as imposed by consent agreement or by a written decision issued after a hearing.

4.64. School Year. July 1 through June 30.

4.65. Semester Hour of College Credit. The unit of credit used for renewal of any certificate and/or advanced salary classification.

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

4.66.a. Restricted Short-Term Substitute. A licensed educator who temporarily replaces, for 10 or fewer consecutive instructional days, the person assigned to that educational position, for a county with an approved substitute shortage waiver by the State Superintendent.

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

4.68. 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.)

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

4.70. Suspension. A temporary cessation of all rights and privileges of licensure or certification for a specified period of time or until certain conditions are met which have been imposed by consent agreement or by a written decision after a hearing.

4.71. Teaching Experience. Full-Time classroom teaching or student support services experience within the specialization(s) and grade levels reflected on the educator's certificate in a public or in a non-public school that has been accredited through a WVBE-approved accreditation agency as prescribed in W. Va. 126CSR13C, Policy 2330, Non-public School Accreditation (Policy 2330).

4.72. Valid Administrative/Management Experience. Any type of work experience related to the public school program in which the individual was managing and/or supervising the affairs of an organization, including but not limited to: a(n) alternative school setting or similar type professional experience; community college or other postsecondary professional experience; county-level administrative experience; Head Start or preschool professional experience; college of education or state education agency professional experience; or professional experience in academic departments of IHEs if there has been sufficient involvement with public school programs and curriculum.

4.73. Validity Period. The time period for which a certificate is valid as reflected by the effective and expiration dates.

4.74. Valid Out-of-State Certificate. A certificate to work as a public school teacher, administrator, or Student Support Personnel (as defined in sections 10 and 16) that has not expired, or been surrendered, revoked, or currently suspended.

4.75. West Virginia Board of Education (WVBE)-Approved High School Equivalency Exam. A high school equivalency exam approved by the WVBE.

4.76. West Virginia CTE Endorsement and Testing Manual. A listing of all WVBE-required licensure exams and industry credentials required for educator certification and for completion of WVBE-approved CTE programs leading to West Virginia licensure. This manual is maintained on the WVDE website.

4.76.a. 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, except when the test creator specifies otherwise. In those circumstances where the WVBE has not altered either the required test or the passing score, the test and score shall remain valid beyond the ten-year period. Candidates whose test score(s) exceed the ten-year validity period at the time of application for licensure are required to satisfy current tests and passing scores.

4.76.b. Exceptions for tests, scores, or industry credentials shall remain valid for 12 months after completion of an approved program for licensure where the candidate was continuously enrolled even if the test, score, or industry credential has changed.

4.77. West Virginia Commission for Professional Teaching Standards (WVCPTS). The official body representative of the educational community that is responsible for reviewing and recommending to the WVBE standards for the licensure of educational personnel; presiding over hearings and making recommended decisions to the State Superintendent related to licensure; and, any other duties related to licensure as assigned by the WVBE.

4.78. West Virginia Higher Education Policy Commission (WVHEPC). The statewide higher education policy commission as established in W. Va. Code §18B-1B-1.

4.79. West Virginia Licensure Testing Directory (directory). A listing of all WVBE-required licensure exams for educator certification and for completion of WVBE-approved programs leading to West Virginia licensure. This directory is maintained on the WVDE website.

4.79.a. Validity period of all WVBE-required licensure exams shall be as indicated in the directory maintained on the WVDE website.

4.80. West Virginia Provisional Alternative Certificate. A certificate that provides assurances that the minimum criteria required for certification has been met and is issued for one year and may be renewed twice. A certificate is granted to an individual who: or meets prescribed full-time experiences, and/or academic standards from an out-of-state IHE; or holds a valid Alternative Teaching Certificate; and is employed full-time in a West Virginia public school; and meets the requirements of section 10.

**§126-136-5. Categories of Licenses.**

5.1. Professional Certificate. The Professional Certificate may be issued to an individual who meets prescribed full-time 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 certificate. A Professional Certificate may be issued in teaching, student support

services, or administrative specializations.

5.2. Alternative Teaching Certificate. The Alternative Program Teacher Certificate is a teaching certificate issued by the State Superintendent that authorizes a person to teach while enrolled and participating in a WVBE-approved alternative program for the education of teachers as indicated in W. Va. 126CSR161, Policy 5901, Regulations for Alternative Certification Programs for the Education of Teachers (Policy 5901). The alternative program certificate is issued initially for one year and can be renewed twice for a total of three years.

5.3. Career and Technical Education (CTE) Certificate. The CTE Certificate may be issued to an individual who has acquired prescribed CTE and/or technical skills through specific wage-earning experience and/or WVBE-approved equivalent training as identified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE 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 certificate. The CTE Certificate is equivalent to the Professional Certificate for salary purposes only.

5.4. Temporary Career Technical Education (CTE) Certificate. The Temporary CTE Certificate may be issued to an individual who has been offered employment and holds a valid out-of-state CTE certificate but does not hold the required industry-recognized credential and/or testing requirements prescribed for issuance of the CTE Certificate. (Refer to section 10.) The Temporary CTE Certificate may also be issued to an educator who holds a valid West Virginia Professional Teaching Certificate and has been offered employment in a CTE position, provided the individual meets the general criteria for the Initial CTE certificate as specified in section 10.5 with the exception of passing scores on the required National Occupational Competency Institute (NOCTI) exam(s).

5.5. Temporary Teaching Certificate. The Temporary Teaching Certificate may be issued to an individual who does not meet the requirements for a Professional Teaching Certificate and who has obtained employment in a West Virginia public school, and who meets the issuance criteria as prescribed within this policy.

5.6. Permit. The Permit may be issued to an individual who does not meet the requirements for the Professional or CTE Certificate, but who has been determined by the county superintendent to be the most qualified candidate for the position. The Non-United States Citizen Permit may be issued to a Non-United States citizen in accordance with section 17 unless candidate meets the conditions specified in section 17.1.

5.7. Adult Certificates and Adult Permits. The Adult Certificate may be endorsed for Adult Education (formerly Adult Basic Education). The Adult Permit is required only when instructing adults in an adult part-time program for endorsements identified in the West Virginia CTE Endorsement and Testing Manual on the WVDE website, including the endorsements of Public Service Training: Emergency Medical Services (EMS), or Fire Service Training.

5.8. Authorization. The Authorization may be issued to an individual who does not meet criteria for any of the above credentials 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 CTE 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 section 11.11.)

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 West Virginia Professional Certificate and is employed as a paraprofessional does not need to hold a Paraprofessional Certificate.

5.10. Provisional Teaching, Administrative, or Student Support Certificate. The Provisional Certificate is a professional certificate and may be issued to an individual who meets prescribed experience and/or academic and professional standards as described in section 10.

5.10.a. Provisional Alternative Certificate. The Provisional Alternative Certificate is a professional certificate and may be issued to an individual who meets prescribed experience and/or academic and professional standards as described in section 15. This certificate is issued for one year and may be renewed twice and is not eligible for additional endorsements based on passing content proficiency exams described in section 21.2.

5.11. Advanced Credential. Advanced Credentials are awarded to educators for completing professional learning, coursework, and/or testing that exceeds the requirements for a professional certificate, which may include a CTE certificate when applicable. 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. West Virginia Board of Education (WVBE). The education of professional educators in the state shall be under the general direction and control of the WVBE. (W. Va. Code §18A-3-1.) The WVBE, in consultation with the West Virginia Commission for Professional Teaching Standards (WVCPTS), shall adopt standards for the education of professional educators in the state and for the awarding of certificates valid in the public schools of this state.

6.2. State Superintendent of Schools (State Superintendent). In accordance with WVBE policies for the education of professional educators, the State Superintendent may issue certificates valid in this state. (W. Va. Code §18A-3-1i through §18A-3-2a.)

6.2.a. A county shall employ a candidate for a certificate in good faith on the anticipation that the candidate is eligible for a certificate. If it is later determined that the candidate 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 the candidate's ineligibility, whichever occurs first. (W. Va. Code §18A-3-2.)

6.2.b. Revocation and Suspension of Certificates. The State Superintendent may, after 10 days' notice and upon proper evidence, revoke or suspend the certificates of any teacher or certificate holder, 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. For purposes of section 6 of this policy, teacher is defined as set forth in W. Va. Code §18-1-1(g) and shall include any individual holding a certificate granted pursuant to W. Va. Code §18A-3-2a.

6.2.b.1. In order for any conduct of a teacher or certificate holder involving intemperance; cruelty; immorality; or using fraudulent, unapproved or insufficient credit to obtain the certificates to constitute grounds for the revocation of the certificates of the teacher or certificate holder, there must be a rational nexus between the conduct of the teacher or certificate holder and the performance the teacher's/certificate holder's job.

6.2.b.2. Any county superintendent, public school principal, or public charter school administrator who knows of any acts on the part of any teacher/certificate holder for which a certificate may be revoked or for which other actions may be taken in accordance with W. Va. Code §18A-3-6(a)-(f) shall report this information together with all the facts and evidence, to the State Superintendent for such action as in the State Superintendent's judgment may be proper.

6.2.b.2.A. The State Superintendent shall periodically ensure that county superintendents, public school principals, and public charter school administrators are complying with reporting requirements.

6.2.b.3. The State Superintendent may automatically suspend the certificate held by a teacher or certificate holder in any of the following circumstances:

6.2.b.3.A. The teacher or certificate holder is charged or indicted for an offense under W. Va. Code §61-8D-3 or §61-8D-5 or comparable statute in any other state;

6.2.b.3.B. The teacher or certificate holder is charge or indicted with any criminal offense that requires the teacher or certificate holder to register as a sex offender;

6.2.b.3.C. The teacher or certificate holder is charged or indicted with any criminal offense which has an element delivery or distribution of a controlled substance;

6.2.b.3.D. The teacher or certificate holder is charged or indicted for any offense under the provisions of W. Va. Code §61-2-1 or under any law of the United States or any other state for an offense which as the same elements as those offenses described in W. Va. Code §61-2-1; or

6.2.b.3.E. A petition has been filed pursuant to W. Va. Code §49-4-601 alleging that the teacher or certificate holder has committed abuse of a child.

6.2.b.4. If any such charge or indictment resulting in suspension pursuant to section 6.2.b.3. is dismissed by the court in which it is pending, if the teacher or certificate holder is acquitted of such charge, or if a petition filed pursuant to W. Va. Code §49-4-601 and resulting in suspension pursuant to section 6.2.b.3 is dismissed by the court in which it is pending, the teacher's or certificate holder's certification shall be reinstated unless otherwise prohibited by law.

6.2.b.5. The State Superintendent shall automatically revoke the certificate held by a teacher or certificate holder in any of the following circumstances:

6.2.b.5.A. The teacher or certificate holder pleads guilty or is convicted under W. Va. Code §61-8D-3 or §61-8D-5 or comparable statute in any other state;

6.2.b.5.B. The teacher or certification holder pleads guilty to or is convicted of any criminal offense that requires the teacher certificate holder to register as a sex offender;

6.2.b.5.C. The teacher or certificate holder pleads guilty to or is convicted of any criminal offense which has as an element delivery or distribution of a controlled substance;

6.2.b.5.D. The teacher or certificate holder pleads guilty to or is convicted under the provisions of W. Va. Code §61-2-1 or has been so convicted under any law of the United States or any other state for an offense which has the same elements as those offenses described in W. Va. Code §61-2-1; or

6.2.b.5.E. A court of competent jurisdiction has adjudicated the teacher or certificate holder as having committed abuse of a child under W. Va. Code §49-4-601.

6.2.b.6. If any conviction resulting in automatic revocation pursuant to section 6.2.b.5 is overturned by a court of this state or the United States, or if such adjudication of abuse of a child pursuant to W. Va. Code §49-4-601 and resulting in automatic revocation pursuant to section 6.2.b.5 is overturned by the Supreme Court of Appeals of West Virginia, the teacher's or certificate holder's certification shall be reinstated unless otherwise prohibited by law.

6.2.b.7. A teacher/certificate holder shall maintain a professional relationship with all students at all times, both in and out of the classroom. Following a hearing as provided in W. Va. Code §18A-3-6(a), any teacher or certificate holder found to have committed any act of sexual abuse of a student or minor or to have engaged in inappropriate sexual conduct with a student or minor; committed an act of cruelty to children or an act of child endangerment, or solicited, encouraged, engaged in, or consummated an inappropriate relationship with any student, minor, or individual; exploited a student by engaging in any of the aforementioned illegal or inappropriate conduct which then escalated into a relationship with the exploited student within 12 months following that student's graduation; or engaged in grooming a student or minor shall have his or her certificate revoked for a period of time not less than five years.

6.2.b.7.A. For the purposes of section 6.2.b.7, grooming a student or minor means befriending and establishing an emotional connection with a student or minor, which may include the family of the student or minor, to lower the student's or minor's inhibitions with the objective of committing sexual abuse, child trafficking, child prostitution, the production of child pornography, or any other offense for which a certificate shall be revoked.

6.2.b.8. The State Superintendent may issue subpoenas and subpoenas duces tecum to obtain testimony and documents to aid in the investigation of allegations against any person subject to licensure by the State Superintendent.

6.2.b.9. 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. (W. Va. Code §18A-3-6.)

6.2.b.10. The State Superintendent shall have the authority to limit certificates, issue letters of admonishment, or enter into consent agreements requiring specific training in order for a teacher or certificate holder to maintain a certificate.

6.2.c. Recall of Certificates. If a certificate has been granted through an error, oversight or misinformation, the State Superintendent may recall the certificate and make such corrections as will conform to the requirements of law and WVBE policies. (W. Va. Code §18A-3-6.)

6.2.d. Public Database. The State Superintendent shall maintain a public database of individuals who have had adverse action taken against their teaching certificate issued by the State Superintendent. Individuals whose certificates have been suspended or revoked by the State Superintendent are not eligible to be employed by a county board of education unless the certificate is subsequently reinstated by the State Superintendent. (W. Va. Code §18A-3-6(f)).

6.2.d.1. All disciplinary actions taken against a certificate shall be reported to the National Association of State Directors of Teacher Education and Certification (NASDTEC) Clearinghouse.

6.2.e. Reinstatement Procedure Following Suspension of Certificates. A teacher or certificate holder 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 or certificate holder must satisfy those requirements before reinstatement.

6.2.e.1. The WVDE shall conduct an investigation to determine whether the teacher or certificate holder 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 or certificate holder's certificate without a hearing.

6.2.e.2. If the WVDE determines that a question exists as to a teacher's or certificate holder's fulfillment of all requirements or the record of rehabilitation inclusive of integrity, moral character, and competence to resume teaching, and therefore a hearing is necessary, it shall submit a written report to the Professional Practice Panel of the WVCPTS or a designated hearing officer. The Professional Practice Panel or a designated hearing officer shall conduct a hearing and make a recommendation to the State Superintendent whether the teacher's or certificate holder's certificate should be reinstated. If there is a recommendation for reinstatement, the Professional Practice Panel or a designated hearing officer may also recommend that conditions or restrictions be placed upon the reinstated certificate.

6.2.f. A teacher or certificate holder 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.g. Reinstatement Procedure Following Revocation of Certificates. Except in the case of a permanent revocation, a teacher or certificate holder whose certificate has been revoked may apply for reinstatement after the expiration of five years from the effective date of revocation as indicated in the Order of Revocation. If, during the period of revocation, the requirements for the teacher's or certificate holder's certification changed, the teacher or certificate holder must satisfy those requirements before reinstatement.

6.2.g.1. The application for reinstatement shall be considered an application for initial certificates under W. Va. Code §18A-3-10, and the candidate must therefore be fingerprinted for a

criminal background check.

6.2.g.2. The WVDE shall conduct an investigation to determine whether the teacher or certificate holder has satisfied all 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 or designated hearing officer, which shall conduct a hearing and make a recommendation to the State Superintendent whether the teacher's or certificate holder's certificate should be reinstated and, if so, whether conditions or restrictions should be placed upon the reinstated certificate.

6.2.g.3. In determining rehabilitation, the Professional Practice Panel or designated hearing officer shall consider the seriousness of the conduct that caused the revocation.

6.2.h. 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 126CSR4, Policy 1340, Rules and Procedures for Administrative Hearings and Appeals (Policy 1340). A hearing before the Professional Practice Panel of the WVCPTS is provided to an individual when the WVDE initiates a certificate revocation proceeding in accordance with Policy 1340.

6.3. The provisions of this policy regarding actions against a teaching certificate, reporting requirements, and the public database apply to all public school teachers or certificate holders whether employed by a county board of education or a public charter school.

#### **§126-136-7. Responsibilities for Licensure.**

7.1. Candidates and licensed individuals shall:

7.1.a. Familiarize Themselves with Licensure Requirements. All educators are responsible for familiarizing themselves with the West Virginia licensure and salary classification requirements and for making application for any licensure/salary classification to which the educator is entitled. Failure to apply for a certificate or an additional endorsement within 12 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.e. It is educators' responsibility to ensure that they hold a certificate valid for their assignment and that the correct endorsement and/or programmatic level are reflected on such certificate; and

7.1.b. Consult with County Superintendent or Professional Designee. Each employed educator shall select, in consultation with the county superintendent or professional designee when applicable, the most appropriate coursework to the educator's current or anticipated assignment and long-range professional learning plan.

7.1.c. Complete Renewal Credit/Coursework. The educator is encouraged to complete the coursework for the renewal of the Professional Certificate one year prior to the expiration date of the certificate being renewed.

7.2. The county superintendent shall:

7.2.a. Counsel Employees. The county superintendent or professional designee is encouraged to advise employed educators regarding licensure requirements and inform them concerning their professional responsibility for maintenance of their certificate, 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 certificate(s) must be renewed; and

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

7.2.c. Report Immorality and Neglect of Duty. The county superintendent shall report any acts referenced in W. Va. Code §18A-3-6 for which a certificate may be revoked, along with all the facts and evidence, as may be proper, for the State Superintendent's judgment; and

7.2.d. Employ and Assign Personnel. The county superintendent shall recommend to the county board of education the most qualified candidate for each instructional, student support service, and administrative position. (W. Va. Code §18A-4-7a.) In addition, the county superintendent shall ensure that all educators hold appropriate licensure for their assignment within the first three months of such employment. If an educator is employed in good faith on the anticipation that the educator is eligible for a certificate 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. (W. Va. Code §18A-3-2.)

7.2.e. Verify Contracted or Cooperative Services. The county superintendent shall assure that an educator providing contracted services or services through a cooperative agreement holds the same licensure required for an educator employed by a county board of education.

7.3. The WVDE shall:

7.3.a. Notify the candidate of approval or denial of application for licensure. The licensing agency shall notify, in writing, all candidates regarding the approval or denial of their applications for licensure or salary classification; and

7.3.b. Provide technical assistance to individuals, county boards of education, and other agencies in understanding and implementing the licensure process; and serve 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 certificate become the property of the licensing agency; and

7.3.c. Waive Requirements as appropriate. The State Superintendent shall have the authority to waive licensure requirements in a situation where, after thorough investigation, it is determined that the candidate's knowledge, preparation, and/or experience are adequate to justify such waiver. If the waiver request could result in the extension of a certificate or the issuance of a new certificate, 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 candidate's records. If the office responsible for certification and licensure recommends that an application be denied for cause, the candidate may not request a waiver but may file an appeal

pursuant to procedures outlined in Policy 1340.

7.3.d. Set Waiver Period. The waiver granted by the State Superintendent shall be for a period of only one year unless the State Superintendent finds that a longer waiver is justified. During this one-year period, the candidate must complete all requirements that were waived. Prior to the conclusion of the one year waiver period, the candidate must apply for licensure and will be required to meet all requirements for the licensure to be issued for the remaining period of the certificate. If the State Superintendent finds that a longer waiver is justified, the reasons must be stated in writing upon granting the request.

7.3.e. Receive a Report from County Board of Education. The county board of education shall send to the WVBE by October 1, annually, data that includes available teacher positions in the county and any shortages in subject matter areas in the county.

**§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. General Requirements. A certificate to work in the public schools of West Virginia may be granted to a candidate who is: a United States citizen or who holds a valid Permanent Resident Card, Employment Authorization Document (EAD), or work permit issued by the United States Citizenship and Immigration Services (USCIS); of good moral character; physically, mentally, and emotionally qualified to perform the duties to which assigned; and has attained the age of 18 years on or before October 1 of the year in which the certificate is issued unless otherwise noted. (W. Va. Code §18A-3-2a.)

9.2. Criminal History Record Check. Federal Bureau of Investigation (FBI) Fingerprint Background Check for Initial Licensure. All candidates 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 FBI for a national criminal history record check. Information contained in either the central abuse registry record or the FBI 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.

9.3. State Analysis for Employment within 90 Days. Upon written consent to the WVDE by the candidate and within 90 days of the state fingerprint analysis, the results of a state analysis may be provided to a county board of education with which the candidate is applying for employment without further cost to the candidate.

9.4. Disclosure Provisions. Information maintained by the WVDE or a county board of education 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.

9.5. Beginning Educator Internship/Induction. An educator who receives a 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 full-time experience is exempt from completing the Beginning Educator Internship/Induction. (W. Va. Code §18A-3C-3.)

9.6. Licensure and Related Fees. A non-refundable processing fee, established by the WVBE, shall be charged for all applications and requests for copies of records. In addition to the processing fee, candidates who apply for an initial certificate shall be responsible for the current fee charged by the FBI 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.

9.7. Dating of Certificates. All certificates shall be issued and dated in accordance with W. Va. Code and as mandated by other applicable WVBE policies. A county board of education may employ a candidate for a professional educator's certificate in good faith that the candidate is eligible for a certificate for up to three school months, unless otherwise noted or date of notification of the candidate's ineligibility, whichever shall occur first. This three-month period shall begin with the date of hire for that position. The candidate's background check shall be completed and appropriate application and fees for licensure must be received by the WVDE within 10 calendar days of the hire date. The certificate effective date shall be the date it is received by the WVDE or the applicant's hire/assignment date, not to exceed the ten-calendar day period stated within this section, and provided that all licensure requirements have been met on that date. Future employment/assignment dates are allowable. All certificates shall expire on June 30 of the last year of their validity irrespective of the date of issuance. (W. Va. Code §18A-3-2.) A candidate whose eligible credential is effective after December 1 may be issued a credential which exceeds the validity period within its validity section.

9.8. Expiration Date of Certificates. All certificates shall be issued and set to expire in accordance with W. Va. Code §18A-3-2a and as mandated by this policy. Refer to individual licensure sections for designated dates.

9.9. Specializations and Grade Levels. All certificates shall contain specializations and grade levels in accordance with W. Va. Code §18A-3-2a and as mandated by this policy and Policy 5100. Refer to individual licensure sections or Appendix A for specific designations.

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

9.10.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 for any valid and eligible certificate.

9.10.b. BA. Only a BA earned from an accredited IHE approved to offer a BA may be recognized for licensure and salary purposes.

9.10.c. MA. Only an MA earned from an accredited IHE approved to offer an MA and in a curriculum related to the public school program may be recognized for licensure and salary purposes.

9.10.d. Doctorate. Only a doctoral degree earned from an accredited IHE approved to offer a

doctorate and in a curriculum related to the public school program may be recognized for licensure and salary purposes. (W. Va. Code §18A-4-1.)

9.10.e. Degrees and Coursework from Non-accredited Colleges. Degrees and/or coursework earned from non-accredited IHEs are not recognized for licensure or salary purposes. A candidate who completed a state-approved program through a non-accredited IHE must complete the appropriate degree and approved program requirements from an accredited IHE before licensure may be granted.

9.10.f. Recognition of IHE Credit for Renewal and Salary Purposes. Only unduplicated coursework related to the public school program as defined in section 9.10.g, completed through an accredited IHE, or through the WVDE WVLearns and reflected on an official IHE transcript, and subsequent to the issuance of the certificate being renewed and within the five-year period immediately preceding the date of application may be used for renewal of a certificate.

9.10.g. Related to the Public School Program. For purposes of renewal and advanced salary classification, related to the public school program shall mean: any course offering included in a degree program in the field of K-12 or CTE education; content and/or professional education coursework related to an available licensure; content and/or professional education coursework required for an additional endorsement; professional learning/special topics coursework approved by the licensing agency; coursework identified in the personnel evaluation process; coursework related to technology for education; and/or coursework related to the mission and goals of the WVBE and/or the school organization.

9.11. Grade Point Average (GPA).

9.11.a. For Issuance of an Original Certificate. A minimum overall GPA of 2.50, unless otherwise noted. The scholastic requirements shall be computed using the 4.0 scale including the discretionary academic forgiveness provisions approved by the higher education governing boards.; or

9.11.a.1. the candidate meets any eligible exemption as listed in the directory maintained on the WVDE website;

9.11.a.2. must hold a minimum 2.50 GPA for all college/university coursework attempted with a BA, or minimum 3.00 GPA if submitting an MA or a doctorate degree, with the exception of a minimum 2.00 GPA required for the Substitute Permit and the school nurse that is licensed by the West Virginia Registered Nurse Board or Licensed Practical Nurses.

9.11.a.3. Candidates who hold a valid out-of-state teaching certificate with verification of five years of successful full-time experience in a public school in the area(s) of endorsement reflected on such certificate and in the state the certificate was issued are exempt from the GPA requirement.

9.11.a.4. An individual who holds an MA or higher with a minimum 3.00 GPA meets the GPA requirement, superseding the minimum required for a BA.

9.11.b. For Issuance of Additional Endorsements. For an individual who already holds a West Virginia Professional Certificate, the 2.50 GPA will be required only in the area(s) for which additional licensure is being requested, unless otherwise noted. All required and elective courses completed for the endorsement shall be used in computing the GPA, regardless of the date of completion.

9.11.c. For Renewal of a Certificate. College/university credit completed for the renewal of a certificate must reflect a 3.00 GPA or approved equivalent.

9.12. State Testing Requirements. All candidates for professional licensure must meet state testing requirements as required by W. Va. Code §18A-3-2a and as outlined in section 10.1.e and the directory maintained on the WVDE website, including the exemptions indicated in W. Va. Code §18A-3-2a(1)(B) and in section 10.1.e Candidates for CTE licensure must meet testing requirements as outlined in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website.

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

##### 10.1. Professional Teaching Certificate.

###### 10.1.a. Temporary Renewable Teaching Certificate.

10.1.a.1. General Criteria. A Temporary Renewable Teaching Certificate may be requested if an individual possesses an expired out-of-state certificate issued without restrictions equivalent to a West Virginia Professional Teaching Certificate, at the time of application and meets the general requirements of section 9 (including the criminal history record check as referred to in sections 9.2 and 9.3), completes the WVDE module on school safety and social/emotional wellbeing if the out-of-state certificate has been expired more than three years, and has obtained employment or an offer of employment in a West Virginia public school.

10.1.a.2. Validity Period. The Temporary Renewable Teaching Certificate shall be valid for a period of one year and may be renewed twice.

10.1.a.3. Renewal of Temporary Renewable Teaching Certificate. To renew the Temporary Renewable Teaching Certificate, the candidate must be employed in a West Virginia public school, obtain successful evaluations for each year taught under the Temporary Certificate within the West Virginia Educator Evaluation System with an earned performance rating of Emerging or above, and obtain the recommendation from the employing county superintendent.

10.1.a.4. Conversion of Temporary Renewable Teaching Certificate to an Initial Professional Teaching Certificate. To convert Temporary Renewable Teaching Certificate to an Initial Professional Teaching Certificate applicant must have three years of full-time teaching experience under the Temporary Renewable Teaching Certificate and in one or more area(s) of endorsement on such certificate, be employed in a West Virginia public school, obtain successful evaluations for each year taught under the Temporary Renewable Teaching Certificate within the West Virginia Educator Evaluation System with an earned performance rating of Emerging or above, and obtain the recommendation from the employing county superintendent.

###### 10.1.b. Temporary Teaching Certificate for Program Completers.

10.1.b.1. General Criteria. The Temporary Teaching Certificate for Program Completers may be granted only one time to an individual who has completed an approved preparation program, has attempted the content Praxis two or more times without meeting the required cut score.

10.1.b.2. Conditions for Issuance. The applicant for the Temporary Teaching Certificate for Program Completers must submit evidence of the following: holds a minimum of a BA including completion of an approved preparation program that included a clinical experience, residency, or equivalent with the exception of passing scores for the Praxis content and professional education assessments; and with a minimum of a B or better average in the content area in which they will be seeking licensure; and who has a minimum 3.0 cumulative GPA; and receives the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position. Candidates who completed the program prior to January 1, 2020, must complete the WVDE module on school safety and social/emotional wellbeing.

10.1.b.3. Validity Period. The Temporary Teaching Certificate for Program Completers shall be valid for a period of one year and may be renewed twice.

10.1.b.4. Renewal of Temporary Teaching Certificate for Program Completers. To renew the Temporary Teaching Certificate for Program Completers the candidate must be employed in a West Virginia public school, obtain successful evaluations for each year taught under the Temporary Certificate within the West Virginia Educator Evaluation System with an earned performance rating of Emerging or above and obtain the recommendation from the employing county superintendent.

10.1.b.5. Conversion of Temporary Teaching Certificate for Program Completers to an Initial Professional Teaching Certificate. In order to obtain an Initial Professional Teaching Certificate a candidate shall complete three years of full-time experience under the Temporary Teaching Certificate for Program Completers, obtain successful evaluations for each year taught under the Temporary Certificate for Program Completers within the West Virginia Educator Evaluation System with an earned performance rating of Emerging or above, six semester hours of coursework or an MA+30, or age of 60 or above, meet the required cut scores on all WVBE-required testing as outlined in section 10.1.c; or meet a qualifying exemption as outlined in section 10.1.e; or meet the WVBE-required score on the edTPA teacher performance assessment as outlined in the Licensure Testing Directory.

10.1.b.5.A. Exception. Candidates who successfully complete both the WVBE-required testing and the WVBE-required score on the edTPA may apply to convert to a three-year professional teaching certificate at any time once this requirement has been met.

#### 10.1.c. Professional Teaching Certificate.

10.1.c.1. General Criteria. A Professional Teaching Certificate may be issued to a person who has completed and met all requirements of a state-approved educator preparation program or has satisfied the requirements of W. Va. Code §18A-3-2a. Out-of-state candidates must meet the requirements in section 16 of this policy. The Professional Teaching Certificate shall be endorsed to indicate the specialization(s) and grade levels, identified in Appendix A, in which the holder can be legally assigned within the public schools.

10.1.c.2. Conditions for Issuance. The candidate for the Professional Teaching Certificate must submit evidence of completing criteria described in section 9; if employed, obtain the recommendation from the employing county superintendent; and

10.1.c.2.A. WVBE-Adopted Tests. Unless identified as an exemption an educator must satisfy the minimum proficiency levels or any identified option as indicated in the directory located on the

WVDE website as adopted by the WVBE for:

10.1.c.2.A.1. The required Pre-Professional Skills Tests in reading, writing, and mathematics; and

10.1.c.2.A.2. Content Specialization Test(s) for each specialization for which licensure is requested, if a test is required; and

10.1.c.2.A.3. The Professional Education Test that includes most of the grade levels indicated on the anticipated certificate or approved nationally-normed teacher performance assessment (TPA), or a WVBE-approved, scientifically valid and reliable TPA as indicated in Policy 5100 and in the directory or meet the conditions under section 10.4.a.3.

10.1.c.3. Validity Period. The Professional Teaching Certificate shall be valid for three years and shall expire on June 30 of the last year of its validity and may be renewed.

10.1.c.3.A. The Professional Teaching Certificate is non-transferable unless the requirements listed in section 10.1.c.5 are met. Experience gained on the initial non-transferable Professional Teaching Certificate may not be used for conversion purposes.

10.1.c.4. Conversion of a Non-Transferrable Professional Teaching Certificate to an Initial Professional Teaching Certificate. A candidate who successfully completes a WVBE-approved Teacher Performance Assessment per Policy 5100 may convert the certificate to a three-year transferable Professional Teaching Certificate upon application.

10.1.c.4.A. The Non-Transferrable Professional Teaching Certificate may not be converted beyond a three-year certificate until the performance assessment requirement is met as described in section 10.4.a.3; or

10.1.c.4.B. After January 1 of the year in which the certificate expires, and the candidate has met the WVBE-approved Teacher Performance Assessment per Policy 5100, a candidate may be eligible for a Five-Year Professional Teaching Certificate or a Permanent Professional Teaching Certificate if all requirements are met in sections 10.6.d through 10.7.d; or

10.1.c.4.C. A candidate who holds a Non-Transferrable Professional Teaching Certificate may convert upon application to a Permanent Professional Teaching Certificate once the candidate has completed 10 years of full-time experience in a West Virginia public school or in a non-public school that has been accredited through the WVBE-approved accreditation agency as per prescribed in Policy 2330.

10.1.d. Provisional Alternative Certificate.

10.1.d.1. General Criteria. A Provisional Alternative Certificate may be issued to a person who has completed and met all requirements of: a) a West Virginia County Alternative Certification Program for the Education of Teachers pursuant to Policy 5901 and has received an offer of employment from a county board of education and has held an Alternative Teaching Certificate for a minimum of one school year. Provisional Alternative Certificates shall be endorsed to indicate the specialization(s) and grade levels, identified in Appendix A, in which the holder can be legally assigned within the public schools and endorsed in eligible endorsements as per WVBE-approved alternative programs. The Provisional

Alternative Certificate is non-transferable.

10.1.d.2. Conditions for Issuance. The candidate for the Provisional Alternative Certificate must submit evidence of completing criteria described in section 9, meet WVBE testing requirements as listed in section 10.1.e, and must obtain recommendation from the employing county superintendent.

10.1.d.3. Validity Period. The Provisional Alternative Certificate shall be valid for one school year, shall expire on June 30 of the school year in which it is issued, and may be renewed twice. An educator who completed the West Virginia Alternative Certification Program for the Education of Teachers in December or whose Provisional Certificate is effective on or after January 1 may be issued a Provisional Alternative Certificate valid until June 30 of the following school year.

10.1.d.4. Renewal of Provisional Alternative Certificate. The application for renewal must be submitted after January 1 of the year in which the certificate expires. The candidate for licensure must submit evidence of current employment in a West Virginia county school, satisfactory evaluations pursuant to W. Va. Code §18A-2-12, and the recommendation of the superintendent of the county where the candidate is employed.

10.1.d.5. Conversion of a Provisional Alternative Professional Certificate to an Initial Professional Teaching Certificate. To convert a Provisional Alternative Professional Certificate to an Initial Professional Teaching Certificate, candidates must submit evidence of completing the following criteria:

10.1.d.5.A. Beginning Educator Internship/Induction. Successful completion of a Beginning Educator Internship/Induction (W. Va. Code §18A-3C-3) for classroom teachers or qualifies for exemption as stated in section 9.5; and

10.1.d.5.B. Coursework. Six semester hours with a minimum of 3.00 GPA of appropriate college/university coursework or WVLeads coursework through the WVDE and related to the public school program as defined in section 9.10.g and must have been completed subsequent to the issuance of the initial Provisional Alternative Professional Certificate to be converted and within the last five years, or hold an MA+30 or reached the age of 60; and

10.1.d.5.C. Experience. One year on the Alternative Teaching Certificate and Two years of full-time teaching experience under the Provisional Alternative Professional Certificate and in one or more area(s) of endorsement on such certificate in West Virginia; and

10.1.d.5.D. Successful Evaluations. Successful evaluations for each year taught under the Provisional Alternative Professional Certificate within the West Virginia Educator Evaluation System, and with an earned performance rating of Emerging or above; and recommendation of the employing county superintendent, multi-county CTE administrator, or West Virginia Schools of Diversion and Transition (WVSDT) Superintendent or designee.

10.1.d.5.E. After January 1 of the year in which the certificate expires, and the candidate has met the WVBE-approved Teacher Performance Assessment per Policy 5100, a candidate may be eligible for a Five-Year Professional Teaching Certificate.

10.1.e. Initial Professional Teaching Certificate.

10.1.e.1. General Criteria. An Initial Professional Teaching Certificate may be issued to a person who has the minimum of a BA or an MA as specified in Appendix A through an accredited IHE; the general requirements specified in section 9; the minimum GPA specified in section 9.11 and who has completed the requirements listed in section 10.1.c, or holds a valid out-of-state certificate and has completed a minimum of five years of successful teaching experience in a public school within the last seven years in the area for which licensure is being sought and in the state where the certificate was issued. 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.e.2. Conditions for Issuance. The candidate for an Initial Professional Teaching Certificate must submit evidence of meeting criteria in section 10.1.c or meet the guidelines for out-of-state candidates in section 16; or meet the guidelines for conversion of a West Virginia Alternative Provisional Certificate or Teaching Certificate to an Initial Professional Teaching Certificate in section 10.1; or hold a valid certificate from the NBPTS in a specialization comparable to those listed in Appendix A; and

10.1.e.2.A. WVBE-Adopted Tests. Unless identified as an exemption in the directory, an educator must satisfy the minimum proficiency levels or any identified option as indicated in the directory located on the WVDE website as adopted by the WVBE for the required Pre-Professional Skills Tests in reading, writing, and mathematics; and Content Specialization Test(s) for each specialization for which licensure is requested, if a test is required. All West Virginia Educator Preparation Programs (EPP) or WVBE-approved program completers must have completed a WVBE-approved Teacher Performance Assessment as per Policy 5100 or meet the teacher performance assessment requirements as outlined in the Directory.

10.1.e.2.A.1. Exemptions. A list of exemptions is included in the directory located on the WVDE website.

10.1.e.2.B. Validity of Test Scores. The validity period for in-state and out-of-state tests and passing scores is 10 years from the date on which the candidate passed the examination if such tests were the tests required in the WVBE policy (or out-of-state policy if applicable) effective at the time the tests were taken. In those circumstances where the WVBE has not altered either the required test or the passing score, the test and score shall remain valid beyond the ten-year period for initial licensure only. A candidate whose test scores exceed the ten-year validity period at the time of application for licensure, or where the test or test scores have changed, is required to satisfy current tests and passing scores.

10.1.e.2.B.1. Exemption. All passing scores from previously WVBE-required pre-professional skills exams may be used beyond the ten-year limit and may be used to satisfy the pre-professional skills requirement.

10.1.e.2.C. Failure to Apply for Licensure. A candidate who fails to apply for licensure within 12 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.e.3. 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.e.4. Tests Required for New Specializations on a Professional Certificate. Candidates who qualify to add a new specialization to their Professional Teaching Certificate are required to satisfy the content test requirement if a test is required. Candidates who hold a valid professional certificate are exempt from pre-professional and professional tests.

10.1.e.5. Renewal of an Initial Professional Teaching Certificate.

10.1.e.5.A. Must meet criteria as indicated in section 10.4.

10.1.f. Professional Five-Year Teaching Certificate.

10.1.f.1. Conditions for Issuance. The candidate for licensure must submit evidence of completing the following criteria:

10.1.f.1.A. Coursework. Must meet criteria as indicated in section 10.4.a.1; and

10.1.f.1.B. Beginning Educator Internship/Induction. Successful completion of a Beginning Educator Internship/Induction (W. Va. Code §18A-3C-3) for classroom teachers, unless the candidate has completed five years of full-time teaching experience while holding a valid professional certificate in a public school in another state or in a non-public school that has been accredited through a WVBE-approved accreditation agency as prescribed in Policy 2330, or was initially licensed in West Virginia prior to January 1, 1992; and

10.1.f.1.C. Teaching Experience. Two years of full-time teaching experience, one of which must be completed in a West Virginia public school or in a non-public school that has been accredited through a WVBE-approved accreditation agency as prescribed in Policy 2330, within one or a combination of the endorsements on the initial professional certificate; and

10.1.f.1.D. Teacher Performance Assessment. Must meet requirements listed in section 10.4.a.3.

10.1.f.2. Validity Period. The Professional Teaching Certificate valid for five years shall expire on June 30 of the last year of its validity.

10.1.f.3. Renewal of Five-Year Teaching Certificate.

10.1.f.3.A. Must meet criteria as indicated in section 10.4.

10.1.g. Permanent Professional Teaching Certificate.

10.1.g.1. Conditions for Issuance. The candidate for licensure must submit evidence of completing the following criteria:

10.1.g.1.A. Hold or be eligible for the Professional Teaching Certificate valid for five years after January 1 of the year in which the certificate that has been issued for three years expires; and hold an MA related to the public school program as defined in section 9.10.g; and complete five years of educational full-time experience including two within the specialization(s) for which the permanent certificate is requested and one year must be completed in a West Virginia public school or in a non-public

school that has been accredited through a WVBE-approved accreditation agency as prescribed in Policy 2330; or

10.1.g.1.B. Hold a valid Professional Teaching Certificate issued for five years; or hold a five-year Professional Teaching Certificate that has been renewed one time for the full five-year period; and six semester hours of appropriate renewal credit reflecting a 3.00 GPA or eligible WVDE WVLeads coursework; or a minimum of an MA+30 salary classification based on the awarding of an MA; or age 60; and complete five years of educational full-time experience including two within the specialization(s) for which the permanent certificate is requested and one year must be completed in a West Virginia public school or in a non-public school that has been accredited through a WVBE-approved accreditation agency as prescribed in Policy 2330; or

10.1.g.1.B.1. Candidates who obtain certification through NBPTS may apply for a permanent certification at any time once the NBPTS is reflected on the professional teaching certificate; or

10.1.g.1.C. Hold a valid out-of-state certificate that reflects permanent status by the issuing state, verification of a minimum of five years of full-time teaching experience in the endorsement area(s) listed on the valid certificate and in a public school setting, and which is verified by the appropriate licensing agency or system (refer to section 16.2); and

10.1.g.1.D. Recommendation. Must meet criteria as indicated in section 10.4.a.4.

10.1.g.2. Validity Period. The Permanent Professional Teaching Certificate shall remain valid unless surrendered, suspended, or revoked.

## 10.2. Professional Administrative Certificate.

### 10.2.a. Provisional Administrative Certificate.

10.2.a.1. General Criteria. A Provisional Administrative Certificate may be issued to a person who has completed: the minimum degree specified in Appendix A through an accredited IHE or an equivalent degree through an IHE in a foreign country or holds a valid out-of-state certificate; the general requirements specified in section 9; the minimum GPA specified in section 9.11; and three years of valid administrative/management level experience as defined in section 4 or teaching experience. The Provisional Administrative Certificate shall be endorsed for Superintendent, Principal, and/or General 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 Provisional Administrative Certificate may be used for conversion purposes.

10.2.a.1.A. An individual holding a Provisional Administrative Certificate may be employed as an administrator in a West Virginia public school and may perform observations with the online Initial ELI but is unable to perform evaluations until the educator holds an Initial Professional Administrative Certificate.

10.2.a.2. Validity Period. The Provisional Administrative Certificate shall be valid for five school years and shall expire on June 30 of the last day of its validity.

10.2.a.3. Renewal of a Provisional Administrative Certificate.

10.2.a.3.A. Must meet criteria as indicated in section 10.4.

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: the minimum degree specified in Appendix A through an accredited IHE; the general requirements specified in section 9; the minimum GPA specified in section 9.11; three years of valid administrative/management level as defined in section 4 or teaching experience; the Comprehensive Educator Leadership Institute (ELI) in evaluation skills offered through WVDE or equivalent training approved by the WVBE; and employment as an Administrator, Supervisor of Instruction, or Superintendent in a West Virginia county board of education within 90 days of employment, and the conditions for issuance identified in section 10.2.b.2. The Initial Professional Administrative Certificate shall be endorsed for Superintendent, Principal, and/or Supervisor General 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. Conditions for Issuance. The candidate for licensure must submit evidence of completing the following criteria:

10.2.b.2.A. State-Approved Program. Successful completion of an IHE's state-approved educational leadership program and the recommendation of the designated official at the IHE through which the program was completed; or

10.2.b.2.B. Out-of-State Licensure. For those educators who hold a valid out-of-state Administrative Certificate, the candidate needs only to present official transcripts reflecting required a master's degree from a regionally accredited IHE and a copy of the educator's valid out-of-state Administrative Certificate to be licensed, or present a letter of eligibility from the other state's licensing agency in-lieu-of the IHE recommendation provided that the educator has completed the ELI and three years of valid administrative/management level as defined in section 4 or teaching experience and hold or be eligible to hold a West Virginia Professional Teaching Certificate and present official transcripts reflecting required a master's degree from a regionally accredited IHE. The out-of-state Administrative Certificate must be in the specialization for which West Virginia licensure is available and requested (refer to section 16 for more information on out-of-state certification); or

10.2.b.2.C. Out-of-State Graduate Not Licensed. In addition to the general criteria in section 10.2.a.1, the educator must satisfy the minimum proficiency level, as adopted by the WVBE, on the content specialization test in educational leadership unless the candidate meets one of the exemptions specified in section 10.1.e. Required scores are identified in the directory located on the WVDE website.

10.2.b.3. 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.

10.2.b.4. Renewal of Professional Administrative Certificate.

10.2.b.4.A. Must meet criteria as indicated in section 10.4.

10.2.c. Permanent Professional Administrative Certificate.

10.2.c.1. Conditions for Issuance. In order to convert the Initial Professional Administrative Certificate to the Permanent Professional Administrative Certificate, the candidate for licensure must submit evidence of completing the following criteria:

10.2.c.1.A. 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 a West Virginia public school or in a non-public school that has been accredited through a WVBE-approved accreditation agency as prescribed in Policy 2330; or

10.2.c.1.A.1. Any candidate for superintendent, assistant superintendent, or associate superintendent who possesses an earned doctorate from an accredited institution of higher education and either has completed three successful years of teaching in public education or has the equivalent of three years of valid administrative/management experience or supervision as defined in section 4 of this policy, after employment by the county board of education and completion of the face-to-face Evaluation Leadership Institute shall be granted a permanent administrative certificate and shall be a licensed county superintendent; and

10.2.c.1.B. Recommendation. Must meet criteria as indicated in section 10.4.a.4.

10.2.c.2. Validity Period. The Permanent Professional Administrative Certificate shall remain valid unless surrendered, suspended, or revoked.

10.3. Professional Student Support Certificate.

10.3.a. Professional Student Support Certificate.

10.3.a.1. General Criteria. A Professional Student Support Certificate may be issued to a person who has completed and met all requirements of a state-approved educator preparation program or has satisfied the requirements of W. Va. Code §18A-3-2a. Out-of-state candidates must meet the requirements in section 16 of this policy. The Professional Student Support Certificate shall be endorsed to indicate the specialization(s) and grade levels, identified in Appendix A, in which the holder can be legally assigned within the public schools.

10.3.a.1.A. School Counselor. A Professional Student Support Certificate is issued for School Counselor to a candidate who meets the following criteria: MA in Counseling from an accredited IHE; and successful completion of an accredited School Counseling Program; or holds a valid out-of-state certificate endorsed in school counseling, and holds an MA in Counseling from an accredited IHE.

10.3.a.1.B. School Nurse. A Professional Student Support Certificate is issued for School Nurse to a candidate who meets the following criteria: BA or MA in nursing from an accredited IHE, holds a valid Registered Nurse (RN) license issued by the West Virginia Registered Nurse Board with review and approval of disciplinary action or holds a valid Multi-State Registered Nurse (RN) license from a compact state, and successfully completed an accredited School Nursing Program, holds a valid national certificate in school nursing from the National Board of Certification of School Nurses (NBCSN), or holds a valid national certification in an area recognized by WVDE for school nurses 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, or advanced nursing administration.

10.3.a.1.B.1. Exceptions.

10.3.a.1.B.1.(a). A School Nurse who obtained NBCSN certification prior to a BA being required may hold an AA to meet the degree requirement in section 9, or a School Nurse who is employed on a Full-Time/First Class Permit (refer to section 11), is not required to have a minimum of a BA for issuance of the original Permit. Evidence of a valid RN license issued by the West Virginia Registered Nurse Board is required with review and approval of disciplinary action.

10.3.a.1.B.1.(b). A School Nurse who is employed on a Full-Time/First Class Permit (refer to section 11.2) after July 1 is only required to have a minimum of three semester hours of coursework during the first year of the permit's issuance.

10.3.a.1.C. School Psychologist. A Professional Student Support Certificate is issued for School Psychologist to a candidate who meets the following criteria: completion of an approved School Psychologist MA program from an accredited IHE or an equivalent degree as determined by the West Virginia Board of Examiners of Psychologists.

10.3.a.1.D. Speech Language Pathologist (SLP). A Professional Student Support Certificate is issued for SLP to a candidate who meets the following criteria: completion of an approved SLP MA program from an accredited IHE.

10.3.a.1.D.1. Exceptions.

10.3.a.1.D.1.(a). SLPs without a certificate issued to practice in a public school setting must obtain a verification from the IHE where the SLP preparation program was completed (MA); obtain verification of completion of a practicum/clinical experience in the pre-kindergarten (pre-k)-12 setting; provide a copy of the valid SLP certificate from a state agency that issued the SLP certificate; hold a valid West Virginia Board of Examiners for Speech-Pathology and Audiology license; hold valid national certification by the American Speech-Language-Hearing Association (ASHA); submit official seal bearing transcripts reflecting all degrees earned, submit passing scores on current Praxis exam as outlined in the directory, or meets the criteria in section 10.3.a.1.D.1(a).(2); and complete a West Virginia State Police and FBI background check pursuant to W. Va. Code §18A-3-10 and section 9.

10.3.a.1.D.1.(a).(1). Required Exam. Candidates who hold valid national certification by ASHA who took the Praxis exam required by ASHA at the time the national certification was obtained are exempt from meeting the required WVBE exam effective in the directory at the time of application.

10.3.a.1.D.1.(a).(2). Candidates without pre-k-12 practicum/clinical experience. A Professional Provisional Student Support Certificate for SLP may be issued to a candidate who has completed all the requirements as outlined in section 10.3.a except verification of completion of a practicum/clinical experience in the pre-k-12 setting. In lieu of practicum/clinical experience, candidates must provide verification of a minimum of one year of experience working with pre-k-12-age students in the state that issued the SLP license.

10.3.a.1.D.1.(b). Validity Period. The Provisional Student Support Certificate shall be valid for one school year and shall expire on June 30 of that school year. An educator who graduates in December or whose Provisional Certificate is effective on or after January 1 may be issued a Provisional Certificate valid until June 30 of the following school year. The Provisional Certificate is valid for a period of one year and may not be renewed.

10.3.a.1.D.1.(c). Conversion of a Provisional Student Support Certificate to a Professional Student Support Certificate. Candidates must provide evidence of a minimum of one year of full-time or contracted services experience working in a West Virginia public school as an SLP with successful evaluations.

10.3.a.1.E. Attendance Director. A professional Student Support Certificate is issued for Attendance Director to a candidate who meets the following criteria: completion of an approved Social Services and Attendance program from an accredited IHE.

10.3.a.2. Validity Period. The Professional Student Support Certificate shall be valid for three school years and shall expire on June 30 of the last year of its validity.

10.3.a.3. Renewal of Professional Student Support Certificate.

10.3.a.3.A. Must meet criteria as indicated in section 10.4.

10.3.a.3.B. Exceptions.

10.3.a.3.B.1. School Nurse candidates with an expired certificate and with an offer of employment who have been working in the nursing field for the previous academic year may receive a one-year authorization to meet the requirements for renewal of the Professional Student Support Certificate with verification from the entity where the candidate was employed in a nursing capacity.

10.3.b. Professional Five-Year Student Support Certificate.

10.3.b.1. Conditions for Issuance. The candidate for licensure must submit evidence of completing the following criteria:

10.3.b.1.A. Coursework. Must meet criteria as indicated in section 10.4.a.1.; and

10.3.b.1.B. Experience. Two years of full-time experience, one of which must be completed in West Virginia within one or a combination of the endorsements on the Professional Student Support Certificate.

10.3.b.2. Validity Period. The Professional Student Support Certificate valid for five years shall expire on June 30 of the last year of its validity.

10.3.b.3. Renewal of Five-Year Student Support Certificate.

10.3.b.3.A. Must meet criteria as indicated in section 10.4.

10.3.c. Permanent Professional Student Support Certificate.

10.3.c.1. Conditions for Issuance. The candidate for licensure must submit evidence of completing the following criteria:

10.3.c.1.A. Hold or be eligible for the Professional Student Support Certificate valid for five years; and hold a master's degree related to the public school program as defined in section 9.10.g; and complete five years of educational full-time experience including two within the specialization(s) with one year in a public school in West Virginia or in a non-public school that has been accredited through a WVBE-approved accreditation agency as prescribed in Policy 2330 for which the permanent certificate is requested; or

10.3.c.1.B. Out-of-State Candidates (refer to section 16 for criteria); or

10.3.c.1.C. Hold a Professional Student Support Certificate valid for five years; and

10.3.c.1.C.1. One Renewal. Renew the Professional Five-Year Student Support Certificate once, based on criteria as indicated in section 10.4.

10.3.c.2. Validity Period. The Permanent Professional Student Support Certificate shall remain valid unless surrendered, suspended, or revoked.

10.4. Renewal of a Professional Certificate.

10.4.a. General Criteria. The application for renewal must be submitted after January 1 of the year in which the certificate expires. The candidate for licensure must submit evidence of completing the following criteria:

10.4.a.1. Coursework. For a renewed certificate valid for three or five years as applicable:

10.4.a.1.A. Six semester hours of eligible college/university coursework related to the public school program as defined in section 9.10.g reflecting a minimum of a 3.00 GPA, or relevant to a master's degree in a curriculum related to the public school program, or related to improvement of instruction and the candidate's current endorsement area(s), needed to qualify for an additional endorsement, or credit prescribed by the county as a result of a candidate's evaluation; or

10.4.a.1.B. WVDE WVLeads courses related to the public school program; and

10.4.a.1.C. All 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. WVDE WVLeads certificates are not eligible for advanced salary classification; or

10.4.a.1.D. Hold a minimum of an MA+30 salary classification based on the awarding of a MA; or has reached 60 years of age and presents a copy of the birth certificate or official government-issued documentation.

10.4.a.2. Coursework. For a renewed certificate valid for one year:

10.4.a.2.A. Three semester hours of eligible college/university coursework related to the public school program as defined in section 9.10.g reflecting a minimum of a 3.00 GPA, or relevant to a master's degree in a curriculum related to the public school program, or related to improvement of instruction and the applicant's current endorsement area(s), needed to qualify for an additional endorsement, or credit prescribed by the county as a result of a candidate's evaluation; or

10.4.a.2.B. Eligible WVDE WVLearns course related to the public school program; and

10.4.a.2.C. All 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. WVDE WVLearns certificates are not eligible for advanced salary classification.

10.4.a.3. Successfully completed a WVBE-approved Teacher Performance Assessment (TPA), or five years of full-time out-of-state teaching experience.

10.4.a.3.A. Exception. Student Support and Administrative credentials are exempt from the TPA Requirement and any teacher with a West Virginia professional teaching certificate initially issued prior to November 15, 2021; and

10.4.a.4. Recommendation. If the candidate is currently employed by a county board of education, multi-county CTE center, or WVSDT, the candidate must receive the recommendation of the employing county superintendent. If the educator is not employed by a county board of education, then the educator must secure a recommendation from the educator's most recent employer provided that such employment severance does not exceed one year. If employment severance in an educational setting is greater than one year, the candidate must submit a recommendation from the current employer or community leader.

#### 10.5. Career and Technical Education (CTE) Certificate.

##### 10.5.a. Temporary CTE Certificate.

10.5.a.1. General Criteria. A non-renewable Temporary CTE Certificate may be issued to an educator who holds a valid out-of-state CTE Certificate and has been offered employment and is seeking West Virginia licensure, provided the educator meets the general criteria for the Initial CTE certificate as specified in section 10.5.b with the exception of the required industry recognized credentials and/or passing scores on required tests. A non-renewable Temporary CTE Certificate may be issued to an educator who holds a valid West Virginia Professional Teaching Certificate and has been offered employment, provided the educator meets the general criteria for the Initial CTE certificate as specified in section 9 with the exception of passing scores on the required NOCTI exam(s). To upgrade this certificate to the CTE Certificate, the educator must acquire the required industry recognized credentials, pass all required tests, and apply for initial licensure.

10.5.a.2. Validity Period. The Temporary CTE Certificate valid for one year shall expire on June 30 of the year of its validity.

##### 10.5.b. Initial CTE Certificate.

10.5.b.1. General Criteria. An Initial CTE Certificate may be issued to a person who holds a

high school diploma, state-approved high school equivalency, or a degree, as prescribed by the West Virginia CTE Endorsement and Testing Manual, through an accredited IHE; and has completed: the general requirements specified in section 10.5.a.1; the work and training experience specified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website; the tests specified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website; and the appropriate eligible requirements identified in section 9. A CTE Certificate may be issued in the CTE specializations identified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website. The CTE 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. Conditions for Issuance. The candidate for licensure must submit evidence of completing the following criteria: successful completion of state-approved CTE preparation program with a minimum 2.50 GPA and the recommendation of the designated official at the IHE through which the program was completed; or a valid West Virginia Professional Teaching Certificate with verification of the required years of work experience by the current or former employer(s) as defined in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website; or a valid out-of-state CTE 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.2.A. Industry Recognized Credentials. For each CTE area of specialization, the alternatively certified teacher hired after June 18, 2003, must: hold and maintain the industry recognized credential when such credential exists; and 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 CTE Endorsement and Testing Manual maintained on the WVDE website); and passage of the written and performance sections of the content specialization tests identified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website, if applicable; and

10.5.b.2.B. Recommendation. Must meet criteria as indicated in section 10.4.a.4.

10.5.b.3. Validity Period. The CTE 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.4. Additional Endorsements for Existing Career Technical Education (CTE) Certificates. An individual who already holds a valid West Virginia CTE Certificate endorsed as identified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website may add another endorsement by verifying the appropriate wage-earning work experience, passing required state exam(s) for the endorsement sought, and holding valid industry credential(s), if applicable.

10.5.b.5. Renewal of the CTE Certificate. The candidate for licensure must submit evidence of completing the following criteria:

10.5.b.5.A. Coursework. Six semester hours of appropriate college/university coursework reflecting a 3.00 GPA related to the public school program, as defined in section 9.10.g, or WVLeans courses through the WVDE. 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 hold a minimum of an MA and a minimum of a salary classification (professional or CTE) of

an MA+30; or has reached 60 years of age and presents a copy of the birth certificate or official government issued documentation; and

10.5.b.5.B. Industry Recognized Credentials. A valid industry credential is required for renewal of the CTE Certificate as prescribed by the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website; and

10.5.b.5.C. Recommendation. Must meet criteria as indicated in section 10.4.a.4.

10.5.c. Permanent CTE Certificate.

10.5.c.1. Conditions for Issuance. The candidate for licensure must submit evidence of completing the following criteria:

10.5.c.1.A. Hold or be eligible for the CTE Certificate valid for five years; and

10.5.c.1.A.1. Hold an earned MA related to the public school program as defined in section 9.10.g; and

10.5.c.1.A.2. Complete five years of professional educational experience including two within the specialization(s) for which the permanent certificate is requested; or

10.5.c.1.B. Hold a CTE Certificate valid for five years; and

10.5.c.1.B.1. Renew the CTE Certificate valid for five years once based on criteria as indicated in section 10.5.b.4.A; and

10.5.c.1.C. Recommendation. Must meet criteria as indicated in section 10.4.a.4.

10.5.c.2. Validity Period. The Permanent CTE Certificate shall remain valid unless surrendered, suspended, or revoked.

10.6. Other Certificates.

10.6.a. Professional Business Official Certificate.

10.6.a.1. General Criteria. A Professional Business Official Certificate may be issued to an individual employed for a specific assignment who has completed a minimum of a BA through an accredited IHE; the general requirements specified in section 9; the minimum GPA specified in section 9.11; and the conditions for issuance specified in section 10.6.a.2.

10.6.a.2. Conditions for Issuance. The candidate for the Professional Business Official Certificate must submit evidence of the following: holds a minimum of a BA including 24 semester hours of coursework in accounting completed with a minimum of 2.50 GPA; and receive the recommendation of the county superintendent verifying that the candidate is the most qualified candidate for the position.

10.6.a.3. Validity Period. The Professional Business Official Certificate shall be valid for a period of three years and shall expire on June 30 of the last year of its validity.

10.6.a.4. Renewal. The candidate for licensure must provide evidence of satisfying the following: complete 15 clock hours annually of professional learning activities with credit offered or approved by the WVDE for a total of 45 hours at the time of renewal unless otherwise approved by the WVDE; and receive the recommendation of the employing county superintendent in the county in which the candidate is or was employed.

10.6.b. Professional Accountant Certificate.

10.6.b.1. General Criteria. A Professional Accountant Certificate may be issued to an individual employed for a specific assignment who has completed a minimum of a BA through an accredited IHE; the general requirements specified in section 9; the minimum GPA specified in section 9.11; and the conditions for issuance specified in section 10.6.b.2.

10.6.b.2. Conditions for Issuance. The candidate for the Professional Accountant Certificate must submit evidence of the following: holds a minimum of a BA including 24 semester hours of coursework in accounting completed with a minimum of 2.50 GPA; and receive the recommendation of the county superintendent verifying that the candidate is the most qualified candidate for the position.

10.6.b.3. Validity Period. The Professional Accountant Certificate shall be valid for a period of three years and shall expire on June 30 of the last year of its validity.

10.6.b.4. Renewal. The candidate for licensure must provide evidence of satisfying the following: complete six clock hours annually of professional learning activities with credit offered or approved by the WVDE for a total of 18 hours at the time of renewal unless otherwise approved by the WVDE; and receive the recommendation of the employing county superintendent in the county in which the candidate is or was employed.

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

11.1. Restricted Pre-Professional Permit.

11.1.a. General Criteria. The Restricted Pre-Professional Permit may be granted only one time to an individual who has been continuously employed for a specific assignment under a First-Class/Full-Time Permit and who has completed all course requirements of the approved program but has not attained the required passing scores on the WVBE-required content exams.

11.1.b. Conditions of Issuance. The candidate for the Restricted Pre-Professional Permit must submit evidence of the following: holds a minimum of a BA including completion of an approved preparation program with the exception of passing scores for the Praxis content assessment and with a minimum of 2.50 GPA; and receives the recommendation of the county superintendent verifying that the candidate is the most qualified candidate for the position.

11.1.c. Validity Period. The Restricted Pre-Professional Permit shall be valid for a period of one year and may not be renewed.

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

11.2.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 Certificate or Professional Student 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 a minimum of a BA through an accredited IHE; the general requirements specified in section 9; the minimum GPA specified in section 9 unless otherwise noted; and the conditions for issuance specified in section 11.

11.2.a.1. WVBE-approved non-IHE EPPs. A one-year, renewable one time First-Class/Full-Time Permit for Professional Teaching may be granted to an individual currently employed or who has been hired as the most qualified candidate where the county does not have fully certified candidates for the position for a specific assignment and who has completed a minimum of a BA through an accredited IHE, is enrolled and in good standing in a WVBE-approved EPP, meets the general requirements specified in section 9, meets the minimum GPA specified in section 9 unless otherwise noted, and receives the recommendation of the county superintendent.

11.2.a.2. 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 BA. The candidate must provide evidence of holding a Nursing Diploma or AA in Nursing and hold a valid RN license issued by the West Virginia Registered Nurse Board with review and approval of disciplinary action. The candidate shall complete a Bachelor of Science in Nursing (BSN) from an accredited IHE within five years. The candidate must submit professional commitment approved by the county of employment and an IHE 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.a.3. Driver Education. An individual receiving a First-Class/Full-Time Permit or Out-of-Field Authorization for Driver Education will only be eligible to teach the course in the classroom and shall not be eligible to instruct the students in the in-car driving practice.

11.2.b. Conditions for Issuance. The candidate for the First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel must submit evidence of completing the following criteria:

11.2.b.1. College/University Coursework. For all endorsement areas except school psychologist, and school counseling, the designated official at the IHE or WVBE-approved educator preparation program through which the program is being completed must verify that the candidate has completed 25 percent or six semester hours, whichever is greater, of the state-approved program in the specialization(s) for which the permit is requested.

11.2.b.1.A. WVBE-approved non-IHE EPPs. Non-degree programs which do not appear on an official transcript are exempt from the 25 percent program completion requirement.

11.2.b.1.B. For the endorsement area of school psychologist, the designated official at the IHE through which the program is being completed must verify that the candidate has completed 70 percent of the state-approved program in the specialization for which the permit is requested; and submit the Professional Commitment Form verifying the candidate's enrollment in the state-approved program.

11.2.b.1.C. For the endorsement area of school counseling, the designated official at the IHE through which the program is being completed must verify that the applicant has completed 30 percent or 21 graduate semester hours, whichever is greater, of the state-approved program in school counseling where the candidate has commenced pre-clinical/field experience; and submit the Professional Commitment form verifying the applicant's enrollment in the state-approved program.

11.2.b.1.C.1. Those who have previously completed a master's degree from a regionally accredited college or university in a clinical counseling discipline and who enroll in a state-approved master's program in school counseling to complete the additional courses specific to school counseling are exempt from the minimum 30 percent or 21 graduate semester hour requirement.

11.2.b.1.C.2. All individuals employed under this credential must be directly supervised by a fully licensed school counselor or WVDE-approved designee.

11.2.b.2. WVBE-Adopted Tests. Unless identified as an exemption in section 10.4.c.1, an educator must satisfy the minimum proficiency levels or any identified option as indicated in the directory located on the WVDE website as adopted by the WVBE for the Content Specialization Test(s) for each specialization for which the permit is requested unless the candidate holds a degree in the content area requested or is enrolled in a WVBE-approved program that provides in-classroom pedagogical and content support, or is enrolled in a WVBE-approved program in the requested content area and has completed a minimum of 25 percent of the required content coursework in that program as verified by the preparation program official.

11.2.c. 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.

11.2.d. Renewal of the First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel. Individuals who continue to be employed in the specialization reflected in the Permit must submit evidence of making adequate progress as verified by program provider and the WVDE by providing evidence of the following criteria:

11.2.d.1. Coursework. Completion of six semester hours of required coursework from or approved by the accredited IHE where the candidate is completing the approved licensure program reflecting a minimum 3.00 GPA within the IHE towards the approved program or BSN degree requirement; and submission of the professional commitment form verifying the candidate's enrollment in the state-approved program or currently completing the BSN requirements; and recommendation of the employing county superintendent verifying that the candidate is the most qualified candidate for the position.

11.2.d.1.A. Exception for a School Nurse. A School Nurse who is employed on a First-Class/Full-Time Permit (refer to section 11.2.a.2) after July 1 is only required to have a minimum of three semester hours of coursework during the first year of the permit's issuance.

11.2.d.1.B. Extenuating Circumstances. The State Superintendent may extend the five-year limit if extenuating circumstances, as identified in section 14.5, 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 section 14.5.

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.d.1.C. The county superintendent shall submit verification from the designated official at the IHE through which the candidate is completing the state-approved program that no required coursework was available during the school year; or the county superintendent shall submit the candidate's description of how a major hardship other than illness prevented the candidate from completing the required coursework.

11.2.e. Five-Year Limit. All requirements for the Professional Teaching Certificate or Professional 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 (W. Va. Code §18A-4-7a(4)) unless required otherwise by federal law or rule. 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 section 11.2.d and completes the state-approved program within five years. The State Superintendent may extend the five-year limit, if extenuating circumstances as identified in section 14.5.a, warrant the extension.

### 11.3. Restricted First-Class/Full-Time Permit for Professional Teaching and Student Support.

11.3.a. General Criteria. The Restricted 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. A Restricted First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel may be granted to an individual employed for a specific assignment who meets the required criteria in section 11 except the minimum required GPA and may not be issued again for any additional or new assignment.

11.3.b. Conditions for Issuance. The candidate for the Restricted First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel must meet the conditions for issuance in section 11.

11.3.c. Validity Period. The Restricted 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 and may be renewed one time. The two years under the Restricted First-Class/Full-Time Permit are part of the total five-year allowance of a First-Class/Full-Time Permit.

11.3.d. Renewal of the Restricted First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel for individuals who continue to be employed in the specialization reflected in the Permit must submit evidence of completing the following criteria: completion of six semester hours of required coursework from or approved by the accredited IHE where the candidate is completing the approved licensure program reflecting a minimum 3.00 GPA within the IHE towards the approved program or BSN degree requirement; and submission of the professional commitment form verifying the candidate's enrollment in the state-approved program or currently completing the BSN requirements; and recommendation of the county superintendent verifying that the is the most qualified candidate for the position.

11.3.e. Conversion of a Restricted First-Class/Full-Time Permit to a First-Class/Full-Time Permit.

In order to obtain a First-Class/Full-Time Permit a candidate shall meet the minimum GPA requirement as per section 9.

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

11.4.a. General Criteria. A First Class/Full-Time Permit for teaching in a CTE 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 IHE, and has completed the general requirements specified in section 9; and the conditions for issuance identified in section 11.4.b. All requirements must be completed within five years of the original issuance of the permit.

11.4.b. Conditions for Issuance. The candidate for the First-Class/Full-Time Permit for CTE must submit evidence of satisfying the following common conditions for issuance and the appropriate content specific conditions for issuance identified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website:

11.4.b.1. Basic Skills. Minimum proficiency levels minimum proficiency levels, or qualify for exemption, on the WVBE-approved basic skills test(s) listed in the directory or the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website or qualify for exemption as specified in section 10.4.c.1; and

11.4.b.2. Verification of the required years of work experience from the current or former employer(s) as described in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website; and submission of the Professional Commitment verifying the candidate's enrollment or intent of enrolling in the approved CTE preparation program; and the alternatively certified teacher hired after June 18, 2003, must hold and maintain the industry recognized credential, if applicable, for each specialization (refer to the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website); and receive the recommendation of the employing county superintendent, Multi-County CTE Administrator, or WVSDT Superintendent or designee, verifying that the candidate is the most qualified candidate for the position, and has been hired for the position.

11.4.c. Validity Period. The First-Class/Full-Time Permit for CTE 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 CTE 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 CTE certificate.

11.4.d. Renewal of the First-Class/Full-Time Permit for CTE for individuals who continue to be employed must submit evidence of completing the following criteria: passage of the written and performance sections of the content specialization test identified in the West Virginia CTE Endorsement and Testing Manual located on the WVDE website (for first-time renewals), if applicable; and verification by the designated official at the IHE through which the program is being completed that the candidate has completed six semester hours of college/university credit reflecting a 3.00 GPA within the EPP's state-approved program; and a valid industry credential as identified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website, if applicable; and receive the recommendation of the employing county superintendent, Multi-County CTE Administrator, or WVSDT Superintendent or designee, verifying that the candidate is the most qualified candidate for the position, and has been hired for the position.

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

11.5.a. General Criteria. 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: a minimum of an MA through an accredited IHE; the general requirements specified in section 9; the minimum GPA specified in section 9.11; three years of eligible experience as defined in section 4 of this policy; education and training in evaluation skills through the WVDE or equivalent training approved by the WVBE; and the conditions for issuance specified in section 11.5.b.

11.5.b. Conditions for Issuance. The candidate for the First-Class/Full-Time Permit for Administrators must submit evidence of completing the following criteria: verification by the designated official at the IHE through which the program is being completed that the candidate has completed 25 percent of the approved program in the specialization(s) for which the permit is requested; and submission of the Professional Commitment verifying the candidate's enrollment in the state-approved program; and receive the recommendation of the county superintendent verifying that the candidate 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.

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

11.5.d. Renewal of the First-Class/Full-Time Permit for administrators who continue to be employed in the specialization(s) reflected on the permit must submit evidence of completing the following criteria: verification by the designated official at the IHE through which the program is being completed that the candidate has completed six semester hours of college/university credit reflecting a 3.00 GPA within the IHE's state-approved program in the specialization for which the permit is requested; and receive the recommendation of the employing county superintendent 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.

11.5.e. 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. 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 section 11.5.d and completes the state-approved program.

11.5.f. 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 section 14.5 as long as the time frames specified in section 11.5.e are not exceeded.

11.6. Clinical Teacher of Record (CTR) Permits.

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11.6.a. General Criteria. A CTR permit may be granted to an individual who: is enrolled in a WVBE-approved CTR program in accordance with an agreement between an IHE and a county board of education; has satisfied the general requirements in section 9; has satisfied the clinical experience test requirements specified in Policy 5100; has a minimum GPA of 3.00 in the area of specialization; and has satisfied the conditions for issuance specified in section 11.6.b.

11.6.b. Conditions for Issuance. The candidate for the CTR Permit must submit evidence of completing the following criteria:

11.6.b.1. Verification of enrollment in an approved CTR program; and of position posting; and

11.6.b.2. Background Check. All candidates 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 section 9, unless the candidate 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.b.3. Recommendation of the designated IHE official; and of the county superintendent in the county in which the candidate will serve as the CTR.

11.6.c. Validity Period. The CTR Permit shall be valid for one school year and shall expire on June 30.

### 11.7. Clinical Experience Permit.

11.7.a. General Criteria. Permits for Clinical Experiences (Teachers, Administrators, and Student Support Candidates) may be granted to an individual who meet the following criteria:

11.7.a.1. Enrolled and in good standing in a WVBE-approved preparation program or in an out-of-state accredited IHE as specified in section 4; and

11.7.a.2. The program has a current agreement with the West Virginia county board of education, which must include the supervision of the candidate by an educator who holds a valid West Virginia Professional Teaching Certificate in the endorsement area of the permit, prior to placement in a West Virginia public or non-public school, in accordance with Policy 5100, for the clinical experience and who may not have yet obtained a BA; and

11.7.a.3. will have satisfied the state-specific program requirements for the area in which the individual is seeking licensure prior to clinical placement; and the general requirements in section 9; and the conditions of issuance in section 11.7.b; or meet exemptions as identified in section 4.23.

11.7.b. Conditions for Issuance. The candidate for the Clinical Experience Permit may apply during the semester prior to the beginning of the clinical experience assignment and must submit evidence of completing the following criteria: verification of enrollment in an in-state or out-of-state approved preparation program; and

11.7.b.1. Criminal History Record Check. All candidates 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 section 9, unless the candidate 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

11.7.b.2. Required Testing. Individuals must pass WVBE-required testing as outlined in section 10.1.c.2.A unless a qualifying exemption is met as outlined in section 10.1.e or candidates who have attempted the content Praxis two or more times without meeting the required cut score and who have a B or better average in the content area in which they will be seeking licensure and completing a clinical placement; and receives the recommendation of program officials that the candidate meets proficiency requirements to enter the clinical experience, may be issued a Restricted Clinical Experience Permit. The EPP must submit a Focused Supervision Plan for the candidate.

11.7.b.2.A. Candidates must pass test(s) required for basic skills and content proficiency. Individuals enrolled in a state-approved EPP resulting in an MA are exempt from basic skills proficiency testing requirements for the clinical experience permit unless the candidate meets an exemption listed in the directory.

11.7.b.2.B. Administrators must pass test(s) required for content proficiency.

11.7.b.2.C. Student Support candidates must pass test(s) required for content proficiency; and receive the recommendation of the designated IHE official; Speech Language Pathologist candidates are exempt from this requirement and do not need to provide passing content proficiency scores prior to completing the clinical experience; and

11.7.b.2.C.1 receive the recommendation of the county superintendent, or Multi-County CTE Administrator, or WVSDT Superintendent or designee.

11.7.c. Validity Period. The Clinical Experience Permit shall be valid for one school year and shall expire on June 30. Upon verification from the IHE of 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).

11.8. Permit for Year-Long Residency.

11.8.a. General Criteria. A Short-Term or Long-Term Permit for a Year-Long Residency may be granted to an individual who: is enrolled and in good standing in a WVBE-approved EPP; who will have satisfied the state-specific program requirements for the residency in accordance with Policy 5100 for the clinical experience; has satisfied the general requirements in section 9; and has satisfied the conditions of issuance in section 11.8.b.

11.8.b. Conditions for Issuance. The candidate for the Year-Long Residency Permit may apply during the semester prior to the beginning of the residency and must submit evidence of completing the following criteria: verification of enrollment in an in-state approved EPP; and

11.8.b.1. Criminal History Record Check. All candidates for the Year-Long Residency Permit whose applications are received by the WVDE shall be fingerprinted by the West Virginia State Police or its designee as defined in section 9, unless the candidate 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

11.8.b.2. Required Testing. Individuals must pass WVBE-required testing as stipulated in the EPP's WVDE-approved residency program unless a qualifying exemption is met as outlined in section 10.1.e; or

11.8.b.3. Basic Skills and Content Proficiency. Individuals enrolled in a state-approved EPP resulting in an MA are exempt from basic skills proficiency testing requirements.

11.8.c. Validity Period. The Year-Long Residency Permit shall be valid for one school year and shall expire on June 30. The Year-Long Residency Permit will serve as a Short-Term Substitute Permit upon verification from the EPP of successful completion of all approved program course requirements and successful completion of all required Praxis exams as per Policy 5100. The resident will be eligible to substitute teach as stipulated in the EPP's WVDE-approved residency program as outlined in Policy 5100.

11.8.c.1. Exception. Residents who begin a year-long residency on or after January 1 may be issued a Residency Permit valid until June 30 of the following school year.

#### 11.9. Substitute Permits for Professional Educators.

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

11.9.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: a minimum of a BA through an accredited IHE; the general requirements specified in section 9; a minimum GPA of 2.00; and the conditions for issuance specified in section 11.9.a.2. A short-term substitute is one who fills a position for 30 days or fewer. Non-United States Citizen candidates shall hold a valid Permanent Resident Card, Employment Authorization Document (EAD), or work permit issued by the United States Citizenship and Immigration Services (USCIS) as per W. Va. Code §18A-3-1.

11.9.a.2. Conditions for Issuance. The candidate for the initial Short-Term Substitute Permit must submit evidence of completing the following criteria:

11.9.a.2.A. Verify successful completion of 18 clock hours of training provided or authorized by the employing county board of education or available through the WVDE WVLearns platform to include but not be limited to classroom management, state and local policies, state-approved content standards, an overview of school law to include reporting requirements for suspected child abuse, and trauma-informed best practices. 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 (LEA).

11.9.a.2.A.1. Completion of clinical practice at a West Virginia IHE 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 LEA; and receive the recommendation of the employing county superintendent. If the individual does not hold a professional certificate and has been a teacher of record for a minimum of one year within the past three

years, the experience as the teacher of record can be used in lieu of the training; or

11.9.a.2.B. Hold an expired West Virginia Professional Certificate or a valid or expired Out-of-State Professional Teaching, Student Support, or Administrative Certificate. Candidates for the Short-Term Substitute Permit may use the expired West Virginia Professional Certificate or Out-of-State Professional Certificate, as defined above, only one time to obtain a Substitute Permit provided that the Certificate has not been expired for more than five years prior to the date of application. If the Certificate has been expired longer than five years prior to the date of application for the Substitute Permit, the candidate must follow the requirements as listed in section 11.9 to obtain the Substitute Permit; and must receive the recommendation of the employing county superintendent.

11.9.a.3. 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.

11.9.a.4. Renewal of the Short-Term Substitute Permit. The candidate for renewal of the Short -Term Substitute Permit must provide evidence of the following:

11.9.a.4.A. Verify Training. Verify successful completion of 12 clock hours of in-service training provided or authorized by the employing county or available through the WVDE WVLearns platform to include but not be limited to classroom management and teaching strategies, and, beginning July 1, 2021, trauma-informed best practices. 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. If the individual does not hold a professional certificate and has been a teacher of record for a minimum of one year employed under an eligible permit or authorization other than a substitute permit within the past three years, the experience as the teacher of record can be used in lieu of the training; or

11.9.a.4.B. Successful completion of eligible WVLearns coursework or six semester hours of coursework from a regionally accredited IHE. 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 the candidate must receive the recommendation of the employing county superintendent.

11.9.b. Long-Term Substitute Permit for Teaching, Support, and Administrative Personnel.

11.9.b.1. General Criteria. The Initial Long-Term Substitute Permit endorsed for any specialization recognized on the Professional Teaching, Support, or Administrative Certificate may be granted to an individual who has completed a minimum of a BA through an accredited IHE, or a minimum of a Nursing Diploma/AA and a valid West Virginia RN license; the general requirements specified in section 9; a minimum GPA of 2.00; and the conditions for issuance specified in section 11.9.b.2. A long--term substitute is one who fills a position that may exceed 30 days. Non-United States Citizen candidates must meet the documentation requirements identified in section 17.1.

11.9.b.2. Conditions for Issuance. The candidate for Long-Term Substitute Permit must submit evidence of completing the following criteria:

11.9.b.2.A. Verify successful completion of 18 clock hours of training provided or authorized by the employing county or available through the WVDE WVLearns platform to include but not

be limited to classroom management, state and local policies, state-approved content standards, an overview of school law to include reporting requirements for suspected child abuse, and beginning July 1, 2021, trauma-informed best practices. 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 LEA.

11.9.b.2.A.1. For elementary education endorsements, training must include teaching reading, literacy, and numeracy.

11.9.b.2.A.2. For school counseling endorsements, in addition to the minimum number of required semester hours, the candidate must also complete the WVDE-approved School Counseling modules.

11.9.b.2.A.3. Completion of clinical practice at a West Virginia IHE 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 LEA or an individual who possesses a valid Permanent West Virginia Professional Teaching Certificate in another endorsement area. If the individual does not hold a professional certificate and has been a teacher of record for a minimum of one year within the past three years, the experience as the teacher of record can be used in lieu of the training; and

11.9.b.2.B. College/University Coursework. Complete 12 semester hours of coursework with a minimum GPA of 2.00 for each course from an accredited IHE in any specialization area recognized on the Professional Teaching or Support Certificate; or successful passing scores on the WVBE-required content exam for the requested area(s) as specified in the licensure testing directory. For elementary education endorsements, a minimum of 12 semester hours should include at least one college level mathematics course and a combination of core content coursework including but not limited to English, science and social studies. One course related to child development, early learning, or reading and writing may be used in lieu of a core content course other than mathematics; and all candidates must receive the recommendation of the employing county superintendent; or

11.9.b.2.C. Hold an expired West Virginia Professional Certificate or a valid or expired out-of-state Professional Teaching, Student Support, or Administrative Certificate endorsed for the specialization(s) consistent with the specialization(s) for which the Substitute Permit is requested; candidates 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 time to obtain a Substitute Permit provided that the Certificate has not been expired for more than five years prior to the date of application. If the Certificate has been expired longer than five years prior to the date of application for the Substitute Permit, the candidate must follow the requirements as listed in section 11.9.b.1 to obtain the Substitute Permit; and must receive the recommendation of the employing county superintendent.

11.9.b.3. Exceptions. Those applying for School Nurse Substitute permits must hold a valid RN licensure issued by the West Virginia Registered Nurse Board with review and approval of disciplinary action and have completed 12 hours of training related to school nursing and six hours of clinical time with a certified school nurse who is an RN.

11.9.b.4. 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.

11.9.b.5. Renewal of the Long-Term Substitute Permit for Teaching, Support, and Administrative Personnel. The candidate for renewal of the Long-Term Substitute Permit for Teaching, Support and Administrative Personnel must provide evidence of the following:

11.9.b.5.A. Verify Training. Must meet criteria as indicated in section 11.9.a.4.A.

11.9.b.5.B. Exceptions. Those applying for renewal of the school nurse substitute permit must have completed 12 hours of training related to school nursing and hold a valid RN licensure issued by the West Virginia Registered Nurse Board with review and approval of disciplinary action.

11.9.b.6. Candidates 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 the candidate qualifies in accordance with section 11.7.c without completing the initial 18 clock hours of training. If the candidate keeps the West Virginia Professional Certificate valid, the candidate 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.

11.9.c. Initial Substitute CTE Permit.

11.9.c.1. General Criteria. An initial Substitute Permit for teaching in a CTE secondary or adult program may be issued to a person who holds a high school diploma or state-approved high school equivalency, or a degree, if applicable, through an accredited IHE; and has completed: the general requirements specified in section 9; the common conditions for issuance identified in section 11.9.c.2; and the appropriate content-specific conditions for issuance identified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website.

11.9.c.2. Conditions for Issuance. The candidate for the Substitute CTE Permit must submit evidence of satisfying all of the following criteria and the appropriate content specific conditions for issuance identified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website:

11.9.c.2.A. Wage-Earning Experience. Verification of the required years of work experience by the current or former employer(s) as described in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website; and

11.9.c.2.B. 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, an overview of school law to include reporting requirements for suspected child abuse, and beginning July 1, 2021, trauma-informed best practices. 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 LEA. RNs 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

11.9.c.2.C. Industry Recognized Credentials. The candidate for the Substitute CTE Permit must submit evidence of holding the industry recognized credential(s), if applicable, as identified in the

CTE Endorsement and Testing Manual on the WVDE website; and receive the recommendation of the employing Superintendent, Multi-County CTE Administrator, or WVSDT Superintendent or designee;

11.9.c.3. Validity Period. The Substitute CTE Permit shall be valid for no more than three school years and shall expire on June 30 of the last year of its validity.

11.9.c.4. Renewal of Substitute CTE Permit. Candidates must submit evidence of completing the following criteria:

11.9.c.4.A. Coursework. Verification of successful completion of eligible WVLeans coursework or 12 clock hours of in-service training provided or authorized by the employing county to include, but not be limited to, classroom management, teaching strategies, and beginning July 1, 2021, trauma-informed best practices or complete WVLeans substitute renewal course. 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

11.9.c.4.B. Must meet criteria as indicated in section 11.9.a.4.A; and

11.9.c.4.C. Industry Recognized Credential. A valid industry credential is required for renewal of the Substitute CTE Permit as identified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website, if applicable; and receive the recommendation of the Superintendent, Multi-County CTE Administrator, or WVSDT Superintendent or designee.

11.9.c.5. Any candidate with a valid West Virginia Professional Certificate may apply for a Substitute CTE Permit for any specialization area(s) for which the candidate qualifies in accordance with the appropriate content specific conditions for issuance identified in section 11.7.f.2 without completing the initial 18 clock hours of training.

11.9.d. Restricted Short-Term Substitute Permit.

11.9.d.1. General Criteria. The Restricted 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 in a county which has an approved substitute shortage waiver by the State Superintendent and who has completed: a minimum of an AA through an accredited IHE with a minimum GPA of 2.00; the general requirements specified in section 9; and who has attained the age of 21; and meets the conditions for issuance specified in section 11.9.d.2. The Restricted Short-Term Substitute Permit shall not be used in lieu of a Coaching Authorization unless all West Virginia Secondary School Activities Commission (WVSSAC) coursework and WVDE requirements are met as specified in section 11.11.e. Non-United States Citizen candidates must meet the documentation requirements identified in section 17.1.

11.9.d.2. Conditions for Issuance. The candidate for the Restricted Short-Term Substitute Permit must submit evidence of completing the following criteria:

11.9.d.2.A. Verify successful completion of 18 clock hours of training provided or authorized by the employing county board of education or available through the WVDE e-Learning platform to include but not be limited to classroom management, state and local policies, state-approved content standards, an overview of school law to include reporting requirements for suspected child abuse,

and trauma-informed best practices. 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 LEA. Completion of clinical practice at a West Virginia IHE 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 LEA; and the candidate must receive the recommendation of the employing county superintendent.

11.9.d.3. Validity Period. The restricted Short-Term Substitute Permit shall expire on June 30 and may be renewed.

11.9.d.4. Renewal of the Restricted Short-Term Substitute Permit. Candidate must provide evidence of the following:

11.9.d.4.A. Verify Training. Verify successful completion of 12 clock hours of in-service training provided or authorized by the employing county or available through the WVDE WVLeads platform to include but not be limited to classroom management, teaching strategies, and beginning July 1, 2021, trauma-informed best practices. 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

11.9.d.4.B. Must meet criteria as indicated in section 11.9.a.4.A.

11.9.d.5. Conversion of the Restricted Short-Term Substitute Permit. An individual who has completed five years of successful experience under the restricted Short-Term Substitute Permit and obtains scores of 771 (Reading), 757 (Writing), and 775 (Math) in the Basic Skills California Achievement Test, may apply for an initial Short-Term Substitute Permit and is exempt from the bachelor's degree requirement.

11.9.e. Collegiate Instructor Part-Time Permit.

11.9.e.1. General Criteria. The Collegiate Instructor Part-Time Permit may be issued for any specialization recognized on the Professional Teaching and Support Certificate. A Collegiate Instructor Part-Time Permit may be granted to an individual employed for a specific assignment who meets the general requirements specified in section 9 and the conditions of issued specified within this section.

11.9.e.2. Conditions for Issuance. The candidate for the Collegiate Instructor Part-Time Permit must submit evidence of completing the following criteria:

11.9.e.2.A. College/University Coursework. Evidence of a conferred MA degree in the content area in which the permit will be endorsed; and

11.9.e.2.B. Experience. Verify a minimum of three years of college/university teaching experience in the area of the requested endorsement which must be the area of assignment by the employing college/university; and receive the recommendation of the county superintendent verifying that the candidate is the most qualified candidate for the position, and has been offered part-time employment by a county board of education in West Virginia whose local policy provides assurance that such personnel do not replace a fully state-certified educator.

11.9.e.3. Validity Period. The Collegiate Instructor Part-Time Permit shall be valid for one school year and shall expire on June 30 and may be renewed.

11.9.e.4. Renewal of the Collegiate Instructor Part-Time Permit. Receive the recommendation of the county superintendent verifying that the candidate is the most qualified candidate for the position and has been offered part-time employment by a county in West Virginia whose local policy provides assurance that such personnel do not replace a fully state-certified educator.

11.9.f. Contractor/Volunteer or other School Personnel Permit.

11.9.f.1. General Criteria. A county board of education may request that a Contractor/Volunteer or other School Personnel Permit may be granted to an individual who will be providing any services to students or any individual who may have unaccompanied contact with students or unaccompanied access to school grounds when students are present.

11.9.f.2. Conditions for Issuance. The candidate for the Contractor/Volunteer or other School Personnel Permit must submit an application and receive the recommendation of the county superintendent. For the initial issuance and the renewal of the permit the candidate 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 FBI for a national criminal history record check. Information contained in either the central abuse registry record or the FBI 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.

11.9.f.3. Validity Period. Contractor/Volunteer or other School Personnel Permit shall be valid for one year and shall expire on June 30 and may be renewed.

11.9.f.4. Renewal of the Contractor/Volunteer or other School Personnel Permit. A county board of education may request that a Contractor/Volunteer or other School Personnel Permit may be renewed to an individual who will continue to provide any services to students or any individual who may have unaccompanied contact with student or unaccompanied access to school grounds when students are present by completing the appropriate application and permit.

11.10. Adult Credentials.

11.10.a. The Adult certificate endorsed for Adult Education shall be valid for no more than five years and expire on June 30 of the last year of its validity. The candidate must submit evidence of all criteria identified in section 11.8.b for an initial certificate and section 11.10.c for renewal of the certificate.

11.10.b. Initial Adult Certificate Endorsed for Adult Education. The candidate must submit evidence of completing the following criteria for an Initial Adult Certificate endorsed for Adult Education: minimum of a BA from an accredited IHE; and completion of the general requirements specified in section 9; and the minimum GPA specified in section 9; and receive the recommendation of the employing county superintendent, Multi-County CTE Administrator, or WVSDT Superintendent or designee. For community-based organizations or non-educational agencies, the WVDE Adult Education Director may recommend for licensure.

11.10.c. Renewal of the Initial Adult Certificate Endorsed for Adult Education. The candidate must submit evidence of the following for renewal of the Adult Certificate Endorsed for Adult Education: six semester hours of college/university coursework reflecting a 3.00 GPA related to the public school program or related to basic skills content or WVLeads courses through the WVDE; or has reached 60 years of age and presents a copy of the birth certificate or official government issued documentation; and adult education professional learning activities as prescribed in the West Virginia Adult Education Instructor Handbook on the WVDE website and approved by the WVDE; and

11.10.c.1. Recommendation WVDE Adult Education Director or receive the recommendation of the employing county superintendent, Multi-County CTE Administrator, or WVSDT Superintendent or designee. For community-based organizations or non-educational agencies, the WVDE Adult Education Director may recommend for licensure.

11.10.d. Initial Adult Permit endorsed for areas of Career and Technical Education. The candidate must submit evidence of the following for the Adult Permit endorsed for part-time employment in areas of CTE identified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website; and the general requirements specified in section 9; and a minimum of a high school diploma, a state-approved high school equivalency, or a degree, if applicable, through an accredited IHE; and content specific conditions for issuance as identified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website (including industry credentials and work experience, as applicable); and receive the recommendation of the employing county superintendent, Multi-County CTE Administrator, or WVSDT Superintendent or designee.

11.10.d.1. Renewal of the Adult Permit endorsed for areas of Career and Technical Education. The candidate must submit evidence of completing the following criteria for renewal of the Adult Permit endorsed for part-time employment in areas of CTE identified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website: WVLeads courses or six semester hours of college/university coursework reflecting a minimum 3.00 GPA related to the public school program; and a valid industry credential is required for renewal of the Adult Permit as identified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website, if applicable; and receive the recommendation of the employing county superintendent, Multi-County CTE Administrator, or WVSDT Superintendent or designee.

11.10.e. The Adult Permit endorsed for areas of CTE for part-time employment shall be valid for no more than five years and expire on June 30 of the last year of its validity. The candidate must submit evidence of all criteria identified in section 11.10.d for an initial permit and section 11.10.d.1 for renewal of the permit.

11.10.e.1. Adult Permit endorsed for EMS (Public Service Training). The Adult Permit endorsed for EMS for part-time employment shall be valid for no more than five years and expire on June 30 of the last year of its validity. The candidate must submit evidence of all criteria identified in section 11.10.f for an initial permit and section 11.10.f.2 for renewal of the permit.

11.10.e.2. Adult Permit endorsed for Fire Service Training (Public Service Training). The Adult Permit endorsed for Fire Service Training for part-time employment shall be valid for no more than five years and expire on June 30 of the last year of its validity. The candidate must submit evidence of all criteria identified in section 11.8.g for an initial permit and section 11.8.g.2 for renewal of the permit.

11.10.f. Initial Emergency Medical Services (EMS) Adult Permit. The candidate for the Initial EMS (Public Service Training) Adult Permit for part-time employment must submit evidence of completing the following criteria: completion of the general requirements specified in section 9; and hold a current West Virginia Emergency Medical Technician (EMT) license, West Virginia Paramedic Certification, National Registry EMT, or Paramedic license; and 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 scores reflecting a minimum of 85 percent on a WVDE-approved examination; and hold a valid cardiopulmonary resuscitation (CPR) instructor certification; and

11.10.f.1. Complete a WVDE-approved instructor course; and successfully complete the EMT field-based experience; and a minimum of a high school diploma, a state-approved high school equivalency, or a degree, if applicable, through an accredited IHE; and receive the recommendation of the employing county superintendent or a designated official from WVDE Office of Technical and Adult Education.

11.10.f.2. Renewal of the EMS Adult Permit. The candidate for renewal of the EMS Adult Permit for part-time employment must submit evidence of completing the following criteria: hold a valid West Virginia EMT, West Virginia Paramedic Certification, or National Registry EMT or Paramedic license; and hold a valid CPR instructor certification; and complete 30 hours of teaching activity in EMS or related courses subsequent to the issuance of the certificate being renewed; and attend at least three approved instructor seminars subsequent to the issuance of the certificate being renewed; and receive the recommendation of the employing county superintendent or a designated official from the WVDE Office of Technical and Adult Education.

11.10.g. Initial Fire Service Training Adult Permit. The candidate for the Initial Fire Service Training Adult Permit for part-time employment must submit evidence of completing the following criteria: completion of the general requirements specified in section 9; and complete four years of volunteer or paid work experience in the field of fire service; and 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 hold current Cardiopulmonary Resuscitation (CPR) certification; and First Aid or Advanced EMS certification; and test scores reflecting a minimum of 85 percent on a WVDE-approved examination; and

11.10.g.1. A minimum of a high school diploma, a state-approved high school equivalency, or a degree, if applicable, through an accredited IHE; and receive the recommendation of the employing county superintendent or a designated official from the WVDE Office of Technical and Adult Education.

11.10.g.2. Renewal. The candidate for renewal of the Fire Service Training Adult Permit for part-time employment must submit evidence of completing the following criteria: complete 30 hours of teaching activity in an approved fire service or related course subsequent to the issuance of the certificate being renewed; and attend at least three approved instructor seminars subsequent to the issuance of the certificate being renewed; and receive the recommendation of the employing county superintendent or a designated official from the WVDE Office of Technical and Adult Education.

11.10.h. Driver Education Temporary Permit. 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 respective county board of education who accepts similar duties as extra duty assignments and provides that the county board of education maintain liability insurance associated with the activity.

11.10.h.1. The candidate for licensure must provide evidence of completing the following criteria:

11.10.h.1.A. Hold a minimum of a BA degree in any field of study or a high school diploma with five years of documented professional experience as a driving instructor; and completes an orientation program approved by the WVDE; and

11.10.h.1.B. Has held a valid motor vehicle operator's license for the past five years; and

11.10.h.1.C. Be in good health and free from impairments that would adversely affect the safety of pupils and the general public; and

11.10.h.1.D. Have a satisfactory driving record confirmed and approved through the West Virginia Department of Public Safety and/or Division of Motor Vehicles (DMV); and

11.10.h.1.E. Not accumulated more than nine points on the candidate's DMV record at any time during the past five years; and

11.10.h.1.F. Not been convicted 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 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 as positive breath or blood test, or field sobriety test, notwithstanding the lack of a conviction or DMV suspension or revocation; and

11.10.h.1.G. Complete 18 clock hours of training provided or authorized by the employing county or available through the WVDE WVLeads platform unless the individual possesses a valid West Virginia Professional Teaching Certificate.

11.10.h.2. The individual applying for the permit or certificate is subject to a criminal history check; and must receive the recommendation of the employing county superintendent.

11.10.h.3. Renewal of the Driver Education Temporary Permit.

11.10.h.3.A. The candidate for licensure must provide evidence of completing the following criteria:

11.10.h.3.A.1. Verification of 18 clock hours of training provided or authorized by the employing county or available through the WVDE WVLeads platform or Valid West Virginia Professional Teaching Certificate; and

11.10.h.3.A.2. Verification of six hours of coursework towards Driver Education Certification; or three hours of approved professional learning by the WVDE; and

11.10.h.3.A.3. Verification of completion of Driver's Education Clinical Experience

with a certified, current Driver Education Teacher; and

11.10.h.3.A.4. A copy of current Driver's License and driving record; and

11.10.h.3.A.5. Must receive the recommendation of the employing county superintendent.

11.11. Authorizations Issued to Educators.

11.11.a. General Criteria. An Authorization may be issued to a person who has completed: the minimum of a BA or an MA as specified in Appendix A through an accredited IHE, if applicable; the general requirements specified in section 9, the minimum GPA specified in section 9, if applicable; and meet the criminal history record check; and 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 employed and 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 CTE Certificate.

11.11.a.1. Conditions for Issuance. The candidate for an Authorization must submit evidence of satisfying the specific conditions for issuance for the specialization for which licensure is requested.

11.11.a.2. Validity Period. An Authorization shall be valid for one school year and shall expire on June 30, unless language herein extends the validity period. A candidate 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.

11.11.b. Initial Out-of-Field Authorization for Teaching. The candidate must submit evidence of completing the following criteria: hold a valid West Virginia Professional Teaching Certificate; and receive approval from the local board of education; and submit the professional commitment form verifying the candidate is enrolled in an IHE's state-approved program; and receive the recommendation of the employing county superintendent verifying that the candidate is the most qualified or only candidate for the position.

11.11.b.1. Limitations. Out-of-Field Authorizations are restricted to teaching specializations and will be granted only if the candidate does not qualify for a First-Class/Full-Time Permit.

11.11.b.2. Extension. An Out-of-Field Authorization may be extended as indicated in section 14.4.

11.11.b.3. Renewal of the Out-of-Field Authorization for Teaching. The candidate for licensure must submit evidence of completing the following criteria: hold a valid West Virginia Professional Teaching Certificate; and complete six semester hours of college/university coursework approved by the accredited IHE, where the candidate is completing the approved licensure program; and obtain a 3.00 GPA within the approved program degree requirements of the specializations for which the Out-of-Field Authorization is granted; and obtain the recommendation of the designated IHE official verifying the coursework completed is part of the IHE's state-approved program; and receive the

recommendation from the employing county superintendent.

11.11.c. Initial Authorization for Alternative Learning Setting Education. The candidate for licensure must provide evidence of completing the following criteria: hold a valid West Virginia Professional Teaching Certificate; and receive the recommendation from the employing county superintendent verifying that the candidate 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. 126CSR99, Policy 4373, Expected Behavior in Safe and Supportive Schools.

11.11.c.1. Renewal of the Authorization for Alternative Learning Setting Education. The candidate for licensure must provide evidence of completing the following criteria: hold a valid West Virginia Professional Teaching Certificate; and receive the recommendation from the county superintendent verifying that the candidate is the most qualified candidate for the position.

11.11.d. Initial Authorization for CTE Health Care Fundamentals. The candidate for licensure must: hold a professional teaching certificate endorsed for biology, chemistry, general science or health and complete WVDE-sponsored professional learning activities; and receive the recommendation of the employing county superintendent with verification that there is no available candidate with the required certification.

11.11.d.1. Renewal of CTE Health Care Fundamentals requires candidate to provide evidence of the completing the following criteria: complete WVDE-sponsored professional learning activities; and receive the recommendation of the employing county superintendent with verification that there is no available candidate with the required certification.

11.11.e. Initial Authorization for Coaching. The candidate for licensure must provide evidence of the following criteria:

11.11.e.1. Meet the requirements of section 9.2; and

11.11.e.2. Hold a minimum of a high school diploma or WVBE-approved high school equivalency exam; and

11.11.e.3. Be employed under a contract with a board of education to serve as a coach or authorized to be a volunteer coach; and

11.11.e.4. Complete approved training if the sport falls within the jurisdiction of the WVSSAC, or approved local board of education training if the sport is not within the jurisdiction of the WVSSAC; and

11.11.e.5. Must receive the recommendation of the county superintendent verifying that the candidate is the most qualified candidate for the position. The Coaching Authorization will be effective for the employment/assignment start date listed on the application or the date that the application was received by the WVDE, whichever occurs last. All candidates shall submit proof of completion of CPR and Automated External Defibrillator (AED) training provided or authorized by the county board of education where the individual is employed.

11.11.e.5.A. It shall be the duty of the county superintendent who knows of any act(s) on

the part of any candidate serving in a coaching position for which a certificate may be revoked to report the same together with all facts and evidence to the State Superintendent.

11.11.f. Exception. Individuals who possess a valid Junior Reserve Officers' Training Corps (JROTC) Authorization or Professional CTE Certificate are not required to complete the Sports First Aid, Coaching Principles, or the WVSSAC course to receive the Coaching Authorization.

11.11.g. Continued Employment. A coach who previously received an authorization based on less than a high school diploma or WVBE-approved high school equivalency exam and has no break in service may continue to receive an authorization.

11.11.h. WVSSAC Coursework. A Coach who obtained certification and who has only completed the Sports First Aid and the Coaching Principles courses and whose certificate was not renewed for the academic year after the certificate's expiration must complete the WVSSAC course in order to renew the authorization.

11.11.i. Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) Training. For issuance of any Coaching, Limited Sports Trainer, and Athletic Training Authorizations, all individuals who serve as sports personnel, including any licensed educators or professional personnel who may not hold such Authorizations, shall complete CPR and AED training provided or authorized by the county board of education where the individual is employed. Individuals shall maintain this training current and valid as per county board of education policy at the time of each renewal.

11.11.j. Renewal of the Authorization for Coaching. The candidate for licensure must provide evidence of completing the following criteria:

11.11.j.1. Be employed under a contract with a West Virginia county board of education to serve as a coach or approved by the county board of education to be a volunteer coach; and

11.11.j.2. Receive the recommendation of the county superintendent verifying that the candidate is the most qualified candidate for the position; and

11.11.j.3. Meet requirements in section 11.11.a. The Coaching Authorization will be effective for the employment/assignment start date listed on the application or the date that the application was received by the WVDE, whichever occurs last.

11.11.k. Permanent Authorization for Grade Modification. The candidate for licensure must provide evidence of completing the following criteria: hold a valid certificate reflecting an eligible professional endorsement(s) listed in Appendix A; and receive the recommendation of a county superintendent.

11.11.l. Initial Authorization for Jobs for West Virginia Graduates Program. The candidate for licensure must provide evidence of completing the following criteria: hold a minimum of a BA from an accredited IHE; and be employed as a teacher in the Jobs for West Virginia's Graduates Program; and receive the recommendation of the county superintendent in the county in which the candidate is employed.

11.11.l.1. Renewal of the Authorization for Jobs for West Virginia's Graduates Program. The

candidate for licensure must provide evidence of completing the following criteria: be employed as a teacher in the Jobs for West Virginia's Graduates Program; and receive the recommendation of the employing county superintendent.

11.11.m. Initial Authorization and Renewal for JROTC Program. The candidate for licensure must provide evidence of completing the following criteria: hold JROTC Instructor certification awarded by a branch of the United States Military; and receive the recommendation of the employing county superintendent verifying that the candidate is the most qualified candidate for the position. The JROTC Authorization will be valid for two years.

11.11.n. Initial Temporary Authorization for School Nutrition Director. The candidate for licensure must provide evidence of satisfying the following: hold a bachelor's degree with a minimum 2.50 GPA, including six semester hours of coursework related to nutrition, food, and/or food service management, or WVDE-approved training as provided by the Office of Child Nutrition within 90 days of the start date; and provide evidence of at least eight hours of food safety training obtained no more than five years prior to or within 30 days of start date; and receive the recommendation of the employing county superintendent verifying that the candidate is the most qualified candidate for the position.

11.11.n.1. Validity Period. The Temporary Authorization for School Nutrition Director shall be valid for three years.

11.11.n.2. Renewal of the Temporary Authorization for School Nutrition Director. The candidate for licensure must provide evidence of satisfying the following: completion of 12 clock hours of job-specific training each year related to child nutrition programs; and a valid United States Department of Agriculture (USDA) food safety certification; and receive the recommendation of the employing county superintendent.

11.11.o. Initial Authorization for Speech Assistant. The candidate for the licensure must provide evidence of completing the following criteria: hold a minimum of a BA in speech pathology, communication disorders, or acceptable related field from an accredited IHE as determined by the WVDE; and be employed as a speech assistant by a county board of education in West Virginia; and receive the recommendation of the employing county superintendent verifying that the candidate is the most qualified individual for the position and that no fully West Virginia certified SLP has applied for the available position.

11.11.o.1. Renewal of the Authorization for Speech Assistant. The candidate for the licensure must provide evidence of completing the following criteria: complete professional learning activities as designated by the WVDE; and be employed as a speech assistant by a county board of education in West Virginia; and receive the recommendation of the employing county superintendent verifying that the candidate is the most qualified candidate for the position and that no fully West Virginia certified SLP has applied for the available position.

11.11.p. Initial Authorization for Curriculum/Cultural Enrichment. The candidate for licensure must meet the following criteria: hold a minimum of a BA from an accredited IHE; and be employed by a county board of education in West Virginia to provide curriculum/culture enrichment in accordance with locally adopted policy that provides assurance that such personnel do not replace a fully state-certified educator; and receive the recommendation of the employing county superintendent.

11.11.p.1. Renewal of the Authorization for Curriculum/Cultural Enrichment. The candidate for licensure must meet the following criteria: be employed by a county board of education in West Virginia 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 receive the recommendation of the employing county superintendent.

11.11.q. Initial Authorization for School Nurse. The candidate for licensure must provide evidence of completing the following criteria: hold a minimum of a Nursing Diploma/AA and hold a valid RN license issued by the West Virginia Registered Nurse Board; and be employed, by a county board of education in West Virginia, to meet student health care needs after the ratio set forth in W. Va. Code §18-5-22 is met; or be employed when no candidates meet the school nurse certification requirements as defined in section 9; and complete the School Nurse orientation professional learning activities provided or approved by the WVDE; and receive the recommendation of the employing county superintendent verifying that the candidate is the most qualified candidate for the position in which no candidate meeting the School Nurse Certification requirements as defined in section 10.3.a.1.B has applied.

11.11.q.1. Renewal of the Authorization for School Nurse. The candidate for licensure must provide evidence of completing the following criteria: hold a Valid RN license issued by West Virginia Registered Nurse Board with review and approval of disciplinary action; and complete a minimum of 12 continuing education contact hours in school health or pediatric medicine topics provided or approved by the WVDE; and be employed to meet student health care needs by a county board of education in West Virginia; and receive the recommendation of the employing county superintendent verifying that the candidate is the most qualified candidate for the position in which no candidate meeting the School Nurse Certification requirements as defined in section 10.3.a.1.B has applied.

11.11.r. Permanent Authorization for Community Programs. The candidate for licensure must submit evidence of the following: BA in child development, early childhood, or occupational development with an emphasis in child development/early childhood; and verification of coursework and/or professional learning, 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 verification of at least one year of early education teaching experience; and receive the recommendation of the candidate's employer, either the employing county superintendent or the director of the employing collaborative community program under contract by the county board of education.

11.11.s. Initial Temporary Authorization for Community Programs. The candidate for licensure must submit evidence of the following: BA in child development, early childhood, or occupational development with an emphasis in child development/early childhood; and verification of at least one year of early education teaching experience; and submission of commitment to complete coursework and/or professional learning, 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 receive the recommendation of the candidate's employer; either the employing county superintendent or the director of the employing collaborative community program under contract by the county board of education.

11.11.s.1. Renewal of the Temporary Authorization for Community Programs. The candidate for licensure must submit evidence of completing the following criteria: six semester hours of unduplicated coursework or equivalent professional learning, 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; or begin a new position in a community programs preschool and receive the recommendation of the candidate's employer; either the employing county superintendent or the director of the employing collaborative community program under contract by the county board of education.

11.11.t. Initial Temporary Authorization for Technology Systems Specialist (TSS). The TSS is a person assigned to support and maintain local area networks, servers, computer workstations, or other computer related systems or technologies. All individuals working as TSS must hold an authorization. The Temporary Authorization for TSS is valid for one year and shall expire on June 30 and may only be renewed one time. The candidate for licensure must provide evidence of completing the following criteria: hold a minimum of an AA from an accredited IHE; and receive a recommendation from the employing county superintendent.

11.11.t.1. Renewal of the Temporary Authorization for TSS. The candidate for licensure must provide evidence of making satisfactory progress toward completing all training as required by the employing county; and receive the recommendation of the employing county superintendent.

11.11.u. Permanent Authorization for TSS. The candidate for licensure must provide evidence of completing the following criteria: hold a minimum of an AA from an accredited institution of higher education IHE; complete all training as required by the employing county; and receive the recommendation of the employing county superintendent.

11.11.v. Initial Authorization for Professional Accountant or School Business Official (refer to section 10.12).

11.11.w. Permanent Authorization for Computer Science Discoveries. The candidate for licensure must submit evidence of the following: hold a valid Professional Teaching Certificate or CTE Certificate and complete the minimum of 60 hours of WVDE-approved professional development learning; and receive the recommendation of the employing county superintendent.

11.11.x. Permanent Authorization for Introduction to Computer Science. The candidate for licensure must submit evidence of the following: hold a valid Professional Teaching Certificate or CTE Certificate; and complete the minimum of 60 hours of WVDE-approved professional development learning; and receive the recommendation of the employing county superintendent.

11.11.y. Permanent Authorization for Computer Science Fundamentals. The candidate for licensure must submit evidence of the following: hold a valid Professional Teaching Certificate and complete the minimum of 50 hours of WVDE-approved professional development learning; and receive the recommendation of the employing county superintendent.

11.11.z. Permanent Authorization for Career Technical Education Administrator. The candidate for licensure must submit evidence of the following criteria: currently have the Principal endorsement on professional certificate; and provide evidence of successful completion of the state-approved CTE Administrator coursework; and provide a minimum of three years teaching or school level administrator experience or less than three years CTE administrator experience; and either receive recommendation from the employing county superintendent or be an employee of the WVDE in a position that requires

this authorization to be held as part of the job duties.

11.11.aa. Initial Temporary Authorization for Career Technical Education Administrator. The Temporary Authorization for CTE Administrator is valid for one year and shall expire on June 30 and may only be renewed one time. The candidate for licensure must submit evidence of the following after July 1, 2019: currently have the Principal endorsement on professional certificate; commit to completing the state-approved CTE Administrator coursework to include two specialized CTE Administrator courses and a CTE Administrator Specialized Seminar training; a minimum of three years teaching or school-level administrator experience; and receive recommendation from the employing county superintendent.

11.11.aa.1. Renewal of the Temporary Authorization for Career Technical Education Administrator. The temporary authorization for CTE Administrator can only be renewed one time. The candidate for licensure must provide evidence of satisfying the following criteria: verification of progress of completing the state-approved CTE administrator coursework; and receive the recommendation of the county superintendent.

11.11.bb. Temporary Authorization for Future Leaders Program. The candidate for licensure must submit evidence of satisfying the following:

11.11.bb.1. General Criteria. A certificate to work in the public schools of West Virginia may be granted to a candidate who is: a United States citizen or who holds a valid Permanent Resident Card, Employment Authorization Document (EAD), or work permit issued by the United States Citizenship and Immigration Services (USCIS); of good moral character; physically, mentally, and emotionally qualified to perform the duties to which assigned; and has attained the age of 18 years on or before October 1 of the year in which the certificate is issued. (W. Va. Code §18A-3-2a.); and

11.11.bb.2. Conditions of Issuance. All candidates 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 FBI for a national criminal history record check. Information contained in either the central abuse registry record or the FBI 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; and must meet the following criteria:

11.11.bb.2.A. Degree. Minimum of a high school diploma or equivalent; and

11.11.bb.2.B. Specialized Training. Verify completion of eligible substitute training; and

11.11.bb.2.C. Experience. Verify service in the armed forces with at least four years of active or reserve experience; and

11.11.bb.2.D. Commitment. Submission of commitment verifying the candidate's agreement to complete the WVDE-approved pedagogy coursework for industry credentials; and

11.11.bb.2.E. Recommendation. Receive the recommendation of the West Virginia National Guard and the county superintendent where the candidate will be placed.

11.11.bb.3. Validity Period. The Initial Future Leader Certificate shall be valid for one year

and shall expire on June 30 of the last year of its validity and may be renewed year to year for a total of three years.

11.11.bb.4. Future Leader Certificate Annual Renewal. The candidate for licensure must submit evidence of completing the following criteria:

11.11.bb.4.A. Coursework. Verification by the designated official at the college/university or WVDE through which the WVDE-approved program is being completed that the candidate has completed a minimum of six semester hours or equivalent of the approved program; and

11.11.bb.4.B. Recommendation. Receive the recommendation of the West Virginia National Guard and the county superintendent where the candidate is placed.

11.11.cc. Future Leaders Program Authorization. The candidate for licensure must submit evidence of satisfying the following:

11.11.cc.1. General Criteria. A certificate to work in the public schools of West Virginia may be granted to a candidate who is: a United States citizen or who holds a valid Permanent Resident Card, Employment Authorization Document (EAD), or work permit issued by the United States Citizenship and Immigration Services (USCIS); of good moral character; physically, mentally, and emotionally qualified to perform the duties to which assigned; and has attained the age of 18 years on or before October 1 of the year in which the certificate is issued (W. Va. Code §18A-3-2a); and

11.11.cc.2. Conditions of Issuance. All candidates 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 FBI for a national criminal history record check. Information contained in either the central abuse registry record or the FBI 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; and must meet the following criteria:

11.11.cc.2.A. Degree. Minimum of a high school diploma or equivalent; and

11.11.cc.2.B. Specialized Training. Verify successful completion of six semester hours of an IHE's educational pedagogy program and 12 hours of WVDE-approved WVLeads coursework and the recommendation of the designated official at the IHE through which the program was completed; or a valid West Virginia Professional Teaching Certificate; and

11.11.cc.2.C. Experience. Verify service in the armed forces with at least four years of active or reserve experience; and

11.11.cc.2.D. Recommendation. Receive the recommendation of the West Virginia National Guard and the county superintendent where the candidate is placed.

11.11.cc.3. Validity Period. The Future Leaders Program Authorization shall be valid for three years.

11.11.cc.4. Renewal of the Future Leaders Authorization. The candidate for licensure must

submit evidence of completing the following criteria:

11.11.cc.4.A. Six semester hours or two courses approved by the WVDE. The coursework must have been completed subsequent to the issuance of the certificate being renewed and within the three-year period immediately preceding the date of application; and

11.11.cc.4.B. Recommendation. Receive the recommendation of the West Virginia National Guard and the county superintendent where the candidate is placed.

11.11.dd. Permanent Future Leaders Authorization. The candidate for licensure must submit evidence of completing the following criteria.

11.11.dd.1. Possession of a minimum of a high school diploma or equivalent; and

11.11.dd.2. Experience. Verify service in the armed forces with at least four years of active or reserve experience; and

11.11.dd.3. Coursework. Proof of completion of the 18 hour, WVDE-approved coursework; and

11.11.dd.4. Credentials. Evidence of having held the three year Future Leaders Program authorization twice for the full validity of the credential; and

11.11.dd.5. Completion of a minimum of five years of experience under the Future Leaders credential in a public school of West Virginia; and

11.11.dd.6. Recommendation of the West Virginia National Guard and the county superintendent where the candidate is placed.

11.11.ee. For issuance of a Permanent Authorization for Driver Education. The candidate must comply with the requirements of section 10 and have a valid West Virginia Professional Certificate that includes grades 9-12 or 9-Adult; have held a valid motor vehicle operator's license for the past five years without interruption; provide evidence of a satisfactory driving record by submitting a certified copy of the candidate's driving record from the DMV in each state where the candidate has been licensed during the past three years; has not accumulated nine or more points on the candidate's driving record from a DMV at any time during the past five years; 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; or

11.11.ee.1. An individual who already holds a valid West Virginia Professional Teaching Certificate may add a permanent authorization in driver education provided the individual makes application and provides evidence of the following: has held a valid motor vehicle operator's license for the past five years; is in good health and free from impairments that would adversely affect the safety of pupils and the general public; has a satisfactory driving record confirmed and approved through the West Virginia Department of Public Safety and/or Division of Motor Vehicles (DMV); has not accumulated more than nine points on the individual's DMV record at any time during the past five years; has not been

convicted 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 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 as positive breath or blood test, or field sobriety test, notwithstanding the lack of a conviction or DMV suspension or revocation; completes an orientation program approved by the WVDE; completes the approved WVDE WVLearns Driver Education Authorization coursework and orientation program; and completes a field driving component under the supervision of a certified driver's education teacher.

11.11.ff. Waivers are not applicable to section 11.11.ee.

11.11.gg. Temporary Authorization for Developmentally Delayed Special Education. The candidate for licensure must submit evidence of the following: hold a valid Professional Teaching Certificate endorsed in an eligible area of Special Education and receive approval of WVDE Special Education Services; and receive the recommendation of the employing county superintendent. This authorization is valid for one year and may be renewed if the candidate continues to meet employment requirements and receives the recommendation of the employing county superintendent.

11.11.hh. Middle School Mathematics Authorization. The candidate for licensure must submit evidence of the following: hold a valid Professional Teaching Certificate endorsed in Multi-subjects K-8, complete the WVDE-approved coursework, receive approval of the WVDE and receive the recommendation of the employing county superintendent. This authorization is valid for one year and may be renewed if the candidate continues to meet employment requirements and required WVDE-coursework, and WVDE approval, and receives the recommendation of the employing county superintendent.

**§126-136-12. Early Childhood Classroom Assistant Teacher (ECCAT) Authorization, Paraprofessional Certification, and Aide V/VI Assistant Teacher.**

12.1. ECCAT I.

12.1.a. General Criteria. An ECCAT I Temporary Authorization for working in a pre-k through grade 3 classroom may be issued to a person who is currently employed as an ECCAT and holds a high school diploma, WVBE-approved high school equivalency exam or equivalent, or a degree, if applicable, through an accredited IHE.

12.1.a.1 Any person employed as an ECCAT in a pre-k through grade 3 program (W. Va. Code §18-5-18) shall hold the position of either ECCAT I, ECCAT II, or ECCAT III.

12.1.b. Conditions for Issuance. The candidate for licensure must submit evidence of completing the following criteria: minimum of a high school diploma, WVBE-approved high school equivalency exam or equivalent, or a degree, if applicable, through an accredited IHE; and submission of commitment verifying the candidate's agreement to complete coursework, approved by the WVDE, in the areas of preschool special education, child development, and early childhood language, literacy, and numeracy; and meet the criminal history record check requirements; and

12.1.b.1. Academic Assessment. Candidates hired by a county board of education must have met a rigorous standard of quality and demonstrate, through a formal state-approved academic

assessment, the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate. Candidates 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 hold a valid or expired Professional Teaching Certificate or its equivalent; and

12.1.b.2. Receive the recommendation of the candidate's employer; either the employing county superintendent or the director of the employing collaborative community program under contract by the county board of education.

12.1.c. Renewal of Initial ECCAT I Temporary Authorization. The candidate for licensure must submit evidence of completing the following criteria: complete a minimum of three semester hours of unduplicated coursework, approved by the WVDE, in the areas of early childhood special education, child development, early childhood language, literacy, and numeracy; or begin a new position as an ECCAT I; or verification of completion of semester hours for the Apprenticeship for Child Development Program (ACDS) reflected through a seal-bearing certificate OR verification of semester hours for CDA Credential verified by a CDA Advisor's signature; or completion certificates of approved CTE coursework; and

12.1.c.1 Receive the recommendation of the candidate's employer; either the employing county superintendent or the director of the employing collaborative community program under contract by the county board of education.

12.1.d. Validity Period. The temporary Authorization shall be valid for one school year and may be renewed twice.

12.1.e. Grade Extension for Grades 1 through 3. Candidates who hold an ECCAT Temporary Authorization issued with an effective date prior to July 1, 2023, are eligible to add grades 1-3 by completing the required WVDE-approved coursework and submitting application.

## 12.2. ECCAT II Permanent Authorization.

12.2.a. General Criteria. The ECCAT Permanent Authorization for working in a pre-k through grade 3 classroom may be issued to a person who is currently employed as an ECCAT and holds a high school diploma, WVBE-approved high school equivalency exam or equivalent, or a degree, if applicable, through an accredited IHE, and has completed the required WVDE-approved coursework.

12.2.a.1. Any person employed as an aide in a pre-k through grade 3 program (W. Va. Code §18-5-18) shall hold the position of either ECCAT I, ECCAT II, or ECCAT III.

12.2.b. Conditions for Issuance. The candidate for licensure must submit evidence of completing the following criteria: met a rigorous standard of quality and demonstrate, through a formal state-approved academic assessment which includes a measurement of: knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; and knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate. Candidates 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 hold a valid or expired Professional Teaching Certificate or its equivalent; and meet the criminal history record check requirements and

12.2.b.1. Verify completion of the program for the ACDS reflected through a seal-bearing

certificate issued by the United States Department of Labor; or verification of completion of program for CDA Credential verified by a current seal-bearing certificate issued by CDA National Credentialing Program; or 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, literacy, and numeracy; and

12.2.b.2. If the candidate is currently employed by a county board of education or collaborative community program under contract by the county board of education, the candidate must receive the recommendation of the employing county superintendent or the director of the employing collaborative community program under contract by the county board of education. If the educator is not employed by a county board of education, the educator must secure a recommendation from the educator's most recent education supervisor provided that such employment severance does not exceed one year. If employment severance in an educational setting is greater than one year, the candidate must secure the recommendation from the current employer or other eligible individual.

12.2.c. Validity Period. The ECCAT II Permanent Authorization shall continue to be valid unless surrendered, suspended or revoked.

12.2.d. Grade Extension for Grades 1 through 3. Candidates who hold an ECCAT Permanent Authorization issued with an effective date prior to July 1, 2023, are eligible to add grades 1-3 by completing the required WVDE-approved coursework and submitting application.

### 12.3. ECCAT III Permanent Authorization and Permanent Paraprofessional Certificate.

12.3.a. General Criteria. The ECCAT III Permanent Authorization for working in a pre-k or kindergarten classroom may be issued to a person who holds a high school diploma, WVBE-approved high school equivalency exam or equivalent, or a degree, if applicable, through an accredited IHE, and has completed the required WVDE-approved coursework.

12.3.a.1. Any person employed as an aide in a pre-k through grade 3 program (W. Va. Code §18-5-18) shall hold the position of either ECCAT I, ECCAT II, or ECCAT III.

12.3.b. Conditions for Issuance. The candidate for licensure must submit evidence of completing the following criteria: candidate'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: knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; and knowledge of, and the ability to assist in instructing, reading readiness, writing readiness; and mathematics readiness, as appropriate. Candidates 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; and hold a valid or expired Professional Teaching Certificate or its equivalent; and

12.3.b.1. Verify completion of the program for the ACDS reflected through a seal-bearing certificate issued by the United States Department of Labor; or verification of completion of program for CDA Credential verified by a current seal-bearing certificate issued by CDA National Credentialing Program; or 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, literacy, and numeracy and hold a valid Permanent Paraprofessional Certificate; and

12.3.b.2. If the candidate is currently employed by a county board of education or collaborative community program under contract by the county board of education, the candidate must receive the recommendation of the employing county superintendent or the director of the employing collaborative community program under contract by the county board of education. If the candidate is not employed by a county board of education, the candidate must secure a recommendation from the candidate's most recent education supervisor provided that such employment severance does not exceed one year. If employment severance in an educational setting is greater than one year, the candidate must secure the recommendation from the current employer or other eligible individual.

12.3.c. Validity Period. An individual who has held or holds an aide title and becomes employed as an ECCAT shall hold a multi-classification status that includes aide and/or paraprofessional titles. The authorization shall continue to be valid unless surrendered, suspended or revoked.

12.3.d. Grade Extension for Grades 1 through 3. Candidates who hold an ECCAT III Permanent Authorization issued with an effective date prior to July 1, 2023, are eligible to add grades 1-3 by completing the required WVDE-approved coursework and submitting application.

#### 12.4. Permanent Paraprofessional Certificate.

12.4.a. General Criteria. A Paraprofessional certificate may be issued to a person who has completed: the general requirements specified in section 9; and the general conditions for issuance identified in section 12.4.b. 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. The Permanent Paraprofessional Certificate shall continue to be valid unless surrendered, suspended, or revoked.

12.4.b. Conditions for Issuance. The candidate for licensure must submit evidence of satisfying 36 semester hours of postsecondary education reflected on an official seal-bearing transcript or its equivalent in certificates of completion from WVDE's WVLearns courses in the following areas: at least three semester hours each of college/university credit or its equivalent in reading, writing, and mathematical computations; or passing the respective WVBE-required basic skills exam in reading, writing, and mathematics; or meeting one of the exemptions identified in section 10. A valid Apprenticeship for Child Development Specialist (ACDS) certificate issued by the United States Department of Labor for those who entered the program during/after Fall 2002 satisfies the reading requirement; and

12.4.b.1. General Studies. The candidate 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 (ACDS) 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 general studies course requirements; and

12.4.b.2. Computer Literacy. The candidate must have successfully completed at least three semester hours of college/university credit or its equivalent in computer literacy; and

12.4.b.3. Special Education. The candidate must have successfully completed 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 10 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 candidate is under direct supervision of a licensed public educator; or if ECCAT I or II authorized, successful completion of the WVLeads Early Childhood Special Needs Inclusion course offered through the WVDE; or hold a valid CDA certificate issued by the Council for Professional Recognition or completion of the CTE ECCAT program of study; or hold a valid ACDS certificate issued after 2002 by the United States Department of Labor; and

12.4.b.4. Classroom Management. The candidate 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 or a non-public school that has been accredited through a WVBE-approved accreditation agency as prescribed in W. Va. 126CSR13C, Policy 2330, Non-public School Accreditation (Policy 2330). 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 or a non-public school that has been accredited through a WVBE-approved accreditation agency as prescribed in W. Va. 126CSR13C, Policy 2330, Non-public School Accreditation (Policy 2330) while the candidate 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 CDA certificate issued by the Council for Professional Recognition; and

12.4.b.5. Human Growth and Development. The candidate 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 ECCAT I or II authorized or successful completion of the WVLeads Early Childhood Child Development course offered through the WVDE; or documented completion of the CTE ECCAT program of study; or hold a valid CDA certificate issued by the Council for Professional Recognition; and

12.4.b.6. Electives. The candidate must have completed successfully nine semester hours of electives related to public instruction or its equivalent. One elective requirement may be met if the candidate holds 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 holds a valid CDA certificate issued by the Council for Professional Recognition; and

12.4.b.7. Academic Assessment. The candidate must have met a rigorous standard of quality and demonstrate, through a formal state-approved academic assessment which includes a measurement of: knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; and 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

12.4.b.8. Hold a valid out-of-state Professional Teaching Certificate or a valid or expired West Virginia Professional Teaching Certificate or its equivalent; fulfill all coursework and assessment criteria; and receive the recommendation of the employing county superintendent.

12.5. Certificate for Paraprofessional Educators. Educational Sign Language Interpreter I and II.

12.5.a. Initial Paraprofessional Certificate Educational Sign Language Interpreter I.

12.5.a.1. General Criteria. The Initial Paraprofessional Certificate Educational Sign Language Interpreter I may be issued to a person meeting the requirements specified in section 12.4.a and section 12.4.b or section 12.4.b.8 or equivalent. A passing score on the Educational Interpreter Performance Assessment-Written Test (EIPA-WT) satisfies the general conditions for issuance for the following: three semester hours of reading; and three semester hours each of special education, human growth and development or psychology, and social studies; and nine semester hours of electives related to public instruction or its equivalent; and

12.5.a.2. Conditions of Issuance. The candidate for the Initial Paraprofessional Certificate for Educational Sign Language Interpreter I must submit evidence of completing the following criteria: a minimum score of 3.00 on the Educational Interpreter Proficiency Assessment (EIPA); or valid National Association of the Deaf (NAD) Certification-Level III or higher; or valid Registry of Interpreters for the Deaf (RID) Certification; or valid National Interpreter Certification (NIC). The NIC test/certification will be available 2008; or valid state Quality Assurance Screening (QAS) Level II.

12.5.a.3. Validity Period. The Initial Paraprofessional Certificate for 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.

12.5.a.4. Renewal of the Initial Paraprofessional Certificate for Educational Sign Language Interpreter I. The candidate for licensure must provide evidence of completing the following criteria: complete a minimum of 15 clock hours of WVDE-approved professional learning activities, and, beginning July 1, 2021, trauma-informed best practices; and satisfy the requirements of the West Virginia Registry of Interpreters; and receive recommendation of the employing county superintendent.

12.5.b. Permanent Paraprofessional Certificate for Educational Sign Language Interpreter II.

12.5.b.1. General Criteria. The Permanent Paraprofessional Certificate for Educational Sign Language Interpreter II may be issued to a candidate meeting the requirements specified in section 12.5.a.1 and section 12.5.b.2. The Permanent Paraprofessional Certificate-Educational Sign Language Interpreter II shall continue to be valid unless surrendered, suspended or revoked.

12.5.b.2. Specific Conditions for Issuance. The candidate for the Permanent Paraprofessional Certificate for Educational Interpreter must submit evidence of completing the following criteria: minimum score of 3.5 on the EIPA; or valid NAD Certification-Level IV or higher; or valid RID Certification; or valid NIC; or valid state QAS Level III; and passing score on the EIPA-Written Test for Content Knowledge. Satisfy the requirements of the West Virginia Registry of Interpreters and receive the recommendation of the employing county superintendent.

12.5.c. Restricted Initial Paraprofessional Educational Sign Language Interpreter.

12.5.c.1. General Criteria. The candidate for the Restricted Initial Paraprofessional

Educational Interpreter must meet all issuance requirements as stated in sections 12.5.a.1 and 12.5.b.2 except for the minimum required assessment scores or certificate levels.

12.5.c.2. Conditions of Issuance. Candidates shall submit evidence of the following: have taken one of the required assessments at least one time; submit a completed Professional Development Plan; agreement to attend all WVDE-approved trainings as stipulated by WVDE officials; and receive the recommendation from the employing county superintendent.

12.5.c.3. Validity Period. The Restricted Initial Paraprofessional Certificate for Educational Sign Language Interpreter shall be valid for one school year and may be renewed two times.

12.5.c.4. Renewal of the Restricted Paraprofessional Certificate for Educational Sign Language Interpreter. The candidate for licensure must provide evidence of completing the following criteria: complete a minimum of 15 clock hours of WVDE-approved professional learning activities, and, beginning July 1, 2021, trauma-informed best practices; submit a completed Professional Development Plan and satisfy the requirements of the West Virginia Registry of Interpreters; and provide assessment scores yearly with evidence of progress towards meeting the required scores as stated in section 12.5.b.2; and receive the recommendation from the employing county superintendent.

12.6. Aide V. Special Education Assistant Teacher.

12.6.a. General Criteria. A Temporary Authorization may be issued to a person who is currently employed as a Special Education Assistant Teacher and holds a high school diploma, WVBE-approved high school equivalency exam or equivalent, or a degree, if applicable, through an accredited IHE. The temporary Authorization shall be valid for one school year and may be renewed twice.

12.6.b. General Conditions for Issuance. Special Education Assistant Teacher Temporary Authorization. The candidate for licensure must submit evidence of completing the following criteria: minimum of a high school diploma, WVBE-approved high school equivalency exam or equivalent, or a degree, if applicable, through an accredited IHE; and submission of commitment verifying the candidate's agreement to complete coursework approved by the WVDE.

12.6.c. Renewal of Special Education Assistant Teacher Temporary Authorization. The candidate for licensure must submit evidence of completing a minimum of one course of the required WVDE- approved coursework; and receive the recommendation of the employing county superintendent.

12.7. Aide V. Special Education Assistant Teacher Permanent Authorization.

12.7.a. General Criteria. The Special Education Assistant Teacher Permanent Authorization shall continue to be valid unless surrendered, suspended, or revoked. The authorization may be issued to a person who holds a high school diploma, WVBE-approved high school equivalency exam or equivalent, or a degree, if applicable, through an accredited IHE and has completed the required WVDE-approved coursework.

12.8. Aide VI. Behavioral Support Assistant Teacher.

12.8.a. General Criteria. A Temporary Authorization may be issued to a person who is currently employed as a Behavioral Support Assistant Teacher and holds a high school diploma, WVBE-approved

high school equivalency exam or equivalent, or a degree, if applicable, through an accredited IHE. The temporary Authorization shall be valid for one school year and may be renewed once.

12.8.b. General Conditions for Issuance. Behavioral Support Assistant Teacher Temporary Authorization. The candidate for licensure must submit evidence of completing the following criteria: minimum of a high school diploma, WVBE-approved high school equivalency exam or equivalent, or a degree, if applicable, through an accredited IHE; and submission of commitment verifying the candidate's agreement to complete coursework approved by the WVDE.

12.8.c. Renewal of Behavioral Support Assistant Teacher Temporary Authorization. The candidate for licensure must submit evidence of completing the required WVDE- approved coursework; and receive the recommendation of the employing county superintendent.

12.9. Aide VI. Behavioral Support Assistant Teacher Permanent Authorization.

12.9.a. General Criteria. The Behavioral Support Assistant Teacher Permanent Authorization shall continue to be valid unless surrendered, suspended or revoked. The authorization may be issued to a person who holds a high school diploma, WVBE-approved high school equivalency exam or equivalent, or a degree, if applicable, through an accredited IHE and has completed the required WVDE-approved coursework.

**§126-136-13. Grade Level Expansion.**

13.1. Grade Level Modification. Grade level modifications may only be made to areas listed under Grade Level Modification Eligible Areas in Appendix A.

**§126-136-14. Waivers and Extensions.**

14.1. Substitute waivers may be available for a county superintendent who is unable to staff a long-term substitute position with an individual licensed in the area of assignment through the request of 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.

14.2. Severe Substitute Shortage. Under extenuating circumstances, a county superintendent may request a waiver to section 11.9.a.2.A, section 11.9.a.4.a, or section 11.9.b.2.A 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, beginning July 1, 2021, trauma-informed best practices, and may not include classroom observation. The remaining 12 clock hours of training must be completed in accordance with section 11.9 and be completed within the first semester of employment.

14.3. Dual Credit Contracted Services Exemption. An instructional employee of a regionally

accredited IHE 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 county board of education.

14.4. Extension of Professional Certificates for Extenuating Circumstances. A county superintendent may request, in writing to the State Superintendent, an extension of the Professional Certificate for an employee, including the county superintendent, who meets one of the three circumstances identified in section 14.5.

14.5. Issuance and Extension of the Full-Time Permit/Out-of-Field Authorization of Extenuating Circumstances. 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.

14.5.a. Extenuating Circumstances for which First-Class/Full-Time Permit/Out-of-Field Authorization Can Be Extended or issued.

14.5.a.1. Unavailability of Coursework. The county superintendent shall submit verification from the designated official at the IHE through which the candidate is completing the state-approved program that no required coursework was available during the school year; or

14.5.a.2. Illness/Death. The county superintendent shall submit the candidate's description of how a major illness of the candidate or illness/death of an immediate family member prevented the candidate from completing the required coursework; or

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

**§126-136-15. County-Based Alternative Route to Certification.**

15.1. General Criteria. A candidate may not enroll in county-based alternative program without first being issued an alternative teaching certificate in accordance with W. Va. Code §§18A-3-1a through 18A-3-1i and Policy 5901; and must complete a West Virginia State Police and FBI criminal history record check as required by W. Va. Code §18A-3-10 and section 9.

15.1.a. General Education Teacher.

15.1.a.1 Conditions of Issuance. An Alternative Certificate may be issued to a candidate who meets the criteria specified in Policy 5901; and

15.1.a.1.A. Completes a West Virginia State Police and FBI criminal history record check and receives approval by the WVDE as required by W. Va. Code §18A-3-10 and section 9.2.

15.1.b. Special Education Teacher.

15.1.b.1. Conditions of Issuance. An Alternative Certificate may be issued to a candidate who meets the criteria specified in Policy 5901.

15.1.c. American Sign Language (ASL) Teacher.

15.1.c.1. General Criteria. In accordance with W. Va. Code §§18A-3-1a through 18A-3-1i, an individual who qualifies to enroll in an alternative preparation program for ASL must meet the criteria specified in Policy 5901.

15.1.c.2. Conditions of Issuance. An Alternative Teaching Certificate shall be issued in areas of shortage which are listed within their WVBE-approved alternative certification program only. The Alternative Teaching Certificate shall be issued initially for one year and may be renewed twice for a total of three years. Applications received after January 1 will have a valid effective date through the following school year with an expiration date of June 30.

15.2. Renewal of Alternative Teaching Certificate requires the candidate to meet criteria as specified in Policy 5901 and receive the recommendation of the county superintendent.

15.3. Conversion of the Alternative Teaching Certificate to a Provisional Alternative Certificate. Candidates must: successfully complete a WVBE-approved program for alternative certification as per Policy 5901; receive the recommendation of the designated superintendent of the county in which the candidate is employed; and possess a minimum overall cumulative 2.50 GPA. Individuals must meet proficiency scores on all the WVBE-required competency exam(s) as applicable to the endorsement(s) being sought for general education and/or special education for all endorsements held and in professional education as listed in the directory located on the WVDE website or meet a qualifying exemption as listed in section 10.

15.4. Renewal of Provisional Alternative Certificate requires the candidate meet all requirements as described in section 10.1.d and may be renewed two times.

15.5. A Provisional Alternative Certificate may be converted to an Initial Professional Teaching Certificate if it meets the requirements of section 10.1.d.5.

#### **§126-136-16. Out-of-State Candidates.**

16.1. Interstate Agreement for Qualifications of Educational Personnel. West Virginia is a member of the 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 candidates are outlined in section 16.2 and section 16.3 in accordance with W. Va. Code §18A-3-1(b). W. Va. Code §18A-3-2a(1) provides for certification of a candidate who: meets equivalent standards at IHEs in other states; and who has passed appropriate WVBE-approved basic skills and subject-matter tests; or has completed three years of successful full-time experience in a public school within the last seven years in the area for which licensure is being sought; or has completed the WVBE-approved alternative route to certification described in section 15.

16.2. Recognition of Out-of-State Certificates. West Virginia will issue a Professional Teaching, Administrative, or Student Support Certificate to an eligible candidate who holds: a valid out-of-state

certificate 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 who has graduated from an approved teacher education program at a regionally accredited IHE or educator preparation provider (EPP) approved in the licensing state; and for whom the WVDE has received approval based on a criminal history record check conducted by the West Virginia State Police and the FBI as required by W. Va. Code §18A-3-10 and section 9.2 (for individuals who hold a valid Out-of-State certificate in the area of CTE, refer to the requirements for the CTE Certificate in section 10). Eligible candidates who meet the requirements as identified in section 10.1.d.5 except coursework or 10.1.e may be issued an initial Professional Teaching Certificate.

16.2.a. Exception. Candidates who are licensed in another state may use five years of full-time teaching experience in one or more area(s) of endorsement on such certificate. Candidates who successfully completed a nationally-normed TPA adopted by the licensing state may be exempt from the TPA requirement for conversion in section 10.1.b.5.A.

16.3. Application for West Virginia Certification with a Valid Out-of-State Certificate. A copy 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 candidates 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 candidate may secure official documentation from the state in which the valid certification was issued that identifies those endorsement areas, if any, in which the candidate 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.

16.3.a. Exception. Speech Language Pathologists who are licensed in a state where the agency or licensing board responsible for issuing certificates to work in the public schools of that state no longer issue Speech Language Pathologists licensure may apply for a West Virginia Student Support Certificate provided the individual meets the following: holds a certificate recognized by the issuing state's licensing board or agency allowing the individual to work in a public school of that state; and meets the requirements as outlined in section 10.

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

16.4.a. Candidates with a valid Out-of-State Teacher Certificate will be granted a Professional Teaching Certificate valid for a period of three years. The Professional Teaching Certificate is renewable subject to the requirements listed in section 10.

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

16.4.c. Provisional Administrative Certificate. Persons applying for the Administrative Certificate endorsed for school principal, supervisor of instruction, and/or superintendent based on an accredited educational leadership program, or a valid Out-of-State Administrative Certificate will be granted a

renewable Provisional Administrative Certificate valid for five-years. Upon employment as an administrator in a West Virginia public school and completion of the ELI as required by W. Va. Code §18A-3A-3, the candidate will be issued a Professional Administrative Certificate valid for five years upon application. An individual holding a Provisional Administrative Certificate may be employed as an administrator in a West Virginia public school but is unable to perform evaluation until the candidate holds an Initial Administrative Certification with the completion of the ELI.

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 Provisional Administrative Certificate and upon employment in an administrative role and completion of the comprehensive ELI and verification of five years of experience covered by a valid certificate.

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 certificate.

16.6. Military Spouse. A temporary teaching certificate or eligible permit for an armed forces spouse may be issued to an individual who meets the following criteria; is married to a member of the armed forces of the United States who is on active duty; or holds a current unencumbered teaching certificate, license or permit issued by an equivalent credentialing department, board, or authority in another state, territory, or protectorate of the United States.

16.6.a. Conditions of issuance. Applicant must submit documentation that the spouse is assigned to a duty station in West Virginia or at a military installation within 50 air miles of the West Virginia border, is offered employment in a West Virginia public school, holds a minimum of a four-year degree from an accredited institution, holds a valid credential from another state, and completes and must complete a West Virginia State Police and FBI criminal history record check as required by W. Va. Code §18A-3-10. The candidate may be issued an equivalent credential if one exists.

16.6.b. Validity Period. The credential shall be valid as per the allowable validity period of the issued credential and adhere to the renewal requirements of the specific credential as stated within this policy.

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

17.1. A professional, initial, or eligible certificate may be granted to a non-citizen of the United States who holds a valid Permanent Resident Card, Employment Authorization Document (EAD), or work permit issued by the United States Citizenship and Immigration Services (USCIS).

17.2. Permit for Non-United States Citizen.

17.2.a. General Criteria. In accordance with W. Va. Code §18A-3-2a, Exchange/Visiting teachers who are non-United States citizen and who participate in a program or exchange recognized and/or approved by the WVDE may be issued the Non-United States Citizen Permit.

17.2.b. Conditions of issuance. Eligible candidate must hold a valid Permanent Resident Card, Employment Authorization Document (EAD), or work permit issued by the United States Citizenship and Immigration Services (USCIS) as per W. Va. Code §18A-3-1, and must meet the following criteria:

17.2.b.1. provide evidence of a foreign credential evaluation by a WVDE-approved foreign credential evaluation agency that the candidate 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, or when the candidate holds the necessary credentials in another country to teach in the public schools of that country, and the candidate has completed a degree equivalent to the required degree level in the United States and has earned an overall GPA equivalent to a 2.50 in the United States if applicable.

17.2.c. Renewal of the Permit for Non-United States Citizen. To renew the Permit for Non-United States Citizen, must meet requirements as listed in section 10.4.a.1; and

17.2.c.1. Candidate must continue to hold valid Permanent Resident Card, Employment Authorization Document (EAD), or work permit issued by the United States Citizenship and Immigration Services (USCIS) as per W. Va. Code §18A-3-1.

17.2.c.2. Upon acquisition of United States citizenship or meeting the conditions specified in section 10, the candidate may apply for the Initial Professional Teaching Certificate.

17.2.d. Validity. The Permit for Non-United States Citizen shall be valid for one school year and may be renewed once.

**§126-136-18. Appropriate Assignments According to License.**

18.1. Assignment of an Educator. An educator who is employed within the public schools of the state shall hold a valid certificate for the specializations and grade levels to which 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 certificate unless the educator was granted a permanent 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 certificate 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 certificate 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 CTE specializations. A 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 who holds a valid West Virginia Professional teaching Certificate endorsed for Multi-subjects K-8 may be assigned to teach in departmentalized settings in grades six through eight without holding the content specialization for the educator's assignment for English, General Science, and Social Studies. An educator assigned to teach mathematics in grades seven and/or eight must be eligible for the Middle School Mathematics Authorization.

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 days or fewer (short-term) may substitute in a specialization not reflected on the certificate. Individuals who hold a Clinical Experience Permit, a Restricted Clinical Experience Permit, or Long-Term Year-Long Residency Permit may serve as substitutes once they complete the necessary requirements as per Policy 5100. Individuals who are retired CTE instructors and hold a valid CTE certificate may be assigned as a Short-Term Substitute.

18.9. Assignment of Speech Language Pathologist. An educator who holds licensure as a speech/language pathologist grade K-12 may be assigned to provide services to students, pre-k-Adult, provided the educator secures an Authorization for grades pre-k-Adult.

18.10. Assignment of English as a Second Language Teacher. An English as a Second Language (ESL), teacher may: deliver the instructional support to the student with English Learners (EL), whose assessment indicates the instructional goals and objectives can be delivered in the regular education program with support for the ESL teacher; and/or provide support to the regular classroom teacher by assisting in the modification of the curriculum, methods, and material to accommodate the EL student who is included in the regular education program; or deliver the state-approved content standards in the general education program or alternative language program to students with severely limited English proficiency when the student's assessment indicates the student 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 EL student's reading, writing, listening, and speaking skills. When the ESL teacher delivers the state-approved content standards in the general education program, the educator must collaborate with the appropriate teachers to ensure that the EL student receives the state-approved content standards 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 authorization endorsed for School Nutrition Director.

18.12. Assignment of Adult Education Teachers. Persons assigned as an Adult (Basic) Education Teacher must hold a valid Adult Certificate 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 SLP. 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 provide they secure the appropriate authorization. A Speech Assistant may be employed only in the event that no fully West Virginia-certified SLP applied for the vacant position. (Refer to section 11 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 percent or six semester hours of the program. Refer to section 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 reflecting a pre-k-Kindergarten (K) programmatic level may be assigned as the teacher of record in a regular pre-k classroom, however, may not be assigned as the teacher of record in a kindergarten classroom (W. Va. Code §18-20-1a).

18.15. Assignment of Special Education Teachers. Teachers assigned to serve students with exceptionalities in intellectual disabilities, 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 intellectual disabilities, 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 hearing 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 the nurse 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 and W. Va. 126CSR25A, Policy 2422.7, Standards for Basic and Specialized Health Care Procedures.

18.16.a. The School Nurse assignment on a Long-Term Substitute Permit does not allow the individual to substitute teach in any other area other than School Nurse unless the requirements in section 11.7.c.1 have been satisfied.

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 West Virginia Education Information System (WVEIS) course code manual, but do however, require the position to be filled by a person who holds a Professional Teaching Certificate for the appropriate programmatic level.

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.

18.19. Assignment of an Athletic Coach. An individual assigned as an Athletic Coach (paid or volunteer) must hold a valid Coaching Authorization; or a Professional Certificate (Teaching, Student Support, Administrative); or Long-Term or Short-Term Substitute Permit (for a teaching area); or a JROTC

Authorization, or a CTE certificate. A county board of education may not employ a candidate in good faith on the anticipation that the individual is eligible for a certificate.

18.20. Assignment of an Athletic Trainer. An individual assigned as an Athletic Trainer must hold a valid Athletic Trainer Authorization, be certified as an Athletic Trainer through the Board of Certification, Inc, and registered with the West Virginia Board of Physical Therapy. An individual serving as an athletic trainer may not have simultaneous coaching responsibilities in the same sport. It is the responsibility of the athletic trainer to determine whether or not an injured student athlete participates in a game or practice. A county board of education may not employ a candidate in good faith on the anticipation that the individual is eligible for a certificate.

18.21. Assignment of an Authorized Limited Sports Trainer. An individual assigned as a Limited Sports Trainer must hold a valid Limited Sports Trainer Authorization. An individual serving as a limited sports trainer may not have simultaneous coaching responsibilities in the same sport. It is the responsibility of the limited sports trainer to determine whether or not an injured student athlete participates in a game or practice. A county board of education may not employ a candidate in good faith on the anticipation that the individual is eligible for a certificate.

18.22. Assignment of a Temporary Coach or a Temporary Trainer. In the event the assigned Athletic Coach or Trainer is not available to be present, the county may assign one time only during the coaching/Trainer assignment season for that sport/activity, an individual with a medical background that may include, but is not limited to: chiropractor, physical therapist, RN, licensed practical nurse, physician's assistant, paramedic, occupational therapist, emergency medical technician, or nurse practitioner to fulfill the duties of the Coach or Trainer for no more than three consecutive days. A county board of education may not employ a candidate in good faith on the anticipation that the individual is eligible for a certificate.

18.23. Assignment of CTE Director. Beginning with assignments made for the 2022-2023 school year, an individual assigned as a CTE Director must hold the authorization endorsed for CTE Administrator.

#### **§126-136-19. Special Education.**

19.1. The Gifted Education specialization shall be granted only to individuals who hold a Professional Teaching Certificate. The 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 CTE 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 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: reviewing and re-teaching prerequisite skills; organizing previously introduced material; reinforcing previously introduced material; adapting curricula for easier access; assisting with long-term assignments; targeting learning strategies to ensure content knowledge acquisition; and 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 the educator is providing services.

19.3. Alternative Option for Additional Endorsement in Special Education.

19.3.a. Additional Endorsement in Autism. Individuals who hold 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 IHE as defined in section 19.3.a.1.

19.3.a.1. Field Experience. Effective July 1, 2012, a minimum of 50 percent of three of the six semester hours of coursework must be comprised of field-based experiences or candidate must provide written verification of a minimum of 30 hours of field-based experiences serving students with Autism.

19.3.a.2. Restricted Content Endorsement. Individuals applying for or holding a First-Class/ Full-Time Permit or Out-of-Field Authorization 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 a restricted Content Endorsement in Autism if they are enrolled in or have completed the six semester hour coursework described in section 19.3.a and provide the required verification or individuals holding a professional teaching certificate endorsed for one of the areas identified above enrolled in the six semester hours of coursework for Autism as described in section 19.3.a.

**§126-136-20. Athletic and Limited Sports Trainer.**

20.1. General Requirements. Each county board of education shall employ a registered athletic trainer(s) or an individual(s) with limited sports trainer authorization to serve during football practices and games for grades 9, 10, 11, and 12. Schools containing grades 9, 10, 11, and 12 that do not have an athletic trainer or an individual with limited athletic trainer authorization may not participate in football practices and games. Each county is encouraged to employ an athletic trainer for football practices and games for grades 5, 6, 7, and 8. County superintendents are encouraged to assign an athletic trainer to work with other school athletic programs. Candidates must meet the applicable general requirements for licensure in section 9 of this policy. A county may not employ a candidate in good faith on the anticipation that the candidate is eligible for a certificate. The Athletic and Limited Sports Trainer Authorization will be effective for the Employment Start Date listed on the application or the date that the application was received by the WVDE, whichever occurs last.

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 Board of Certification, Inc. for Athletic Trainers, and who has registered with the West Virginia Board of Physical Therapy. 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 employing county superintendent. Additionally, these individuals must attend the athletic trainer workshop as required and provided by the WVSSAC.

20.3. Limited Sports Trainer Authorization. In the event, that a county board of education cannot

obtain an athletic trainer, the affected county board of education may employ an individual with a medical background that may include, but is not limited to: chiropractor, physical therapist, RN, licensed practical nurse, physician, physician's assistant, paramedic, occupational therapist, emergency medical technician, or nurse practitioner. The individual employed must complete the requirements to receive a Limited Sports Trainer Authorization and must present a copy of a high school diploma or state -approved high school equivalency.

20.3.a. County boards of education must post a position for an athletic trainer with a closing date prior to the WVSSAC season start date for fall sports. 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 section 20.3. The county, along with the candidate, must complete the appropriate WVDE application for licensure; submit a copy of a high school diploma or state-approved high school equivalency; submit documentation of a valid health care provider license; and provide documentation of having completed an athletic trainer workshop/clinic sanctioned by the WVSSAC; or provide assurance that the individual being hired will attend the athletic trainer workshop as per WVSSAC guidelines.

20.3.b. Renewal of the Limited Sports Trainer Authorization. The Limited Sports Trainer Authorization may be reissued annually upon application to the WVDE with documentation of a valid health care provider license and the recommendation of the superintendent of the employing county.

20.4. Student Support Certificate for Athletic Trainer. Student Support Certificates for Athletic Trainer that were issued prior to July 1, 2011, may be renewed in accordance with renewal requirements for professional student support certificates as described in section 10. No Initial Professional Student Support Certificates for Athletic Trainer will be issued after July 1, 2011.

20.5. It shall be the duty of the county superintendent who knows of any act(s) on the part of any licensed athletic trainer or limited sports trainer for which a certificate may be revoked to report the same together with all facts and evidence to the State Superintendent. Acts of misconduct committed by licensed athletic trainers also must be reported to the West Virginia Board of Physical Therapy and other licensing entities as appropriate.

**§126-136-21. Additional Endorsement(s) for Existing Certificate.**

21.1. Criteria for Adding an Endorsement(s) to an Existing Certificate. For an individual who already holds a West Virginia Professional Certificate, the candidate must: obtain a 2.50 GPA in the area(s) for which additional licensure is being requested. If adding endorsement based on program completion at a West Virginia EPP, candidate must meet the criteria specified in Policy 5100. Candidates completing a program outside of West Virginia must receive the recommendation of the eligible out-of-state program. All candidates completing programs must meet testing requirements for the new content specialization if a test is available. Any candidate who only holds endorsements in programmatic levels Pre-K-Pre-K or Pre-K-K must meet the minimum proficiency levels for the current professional education assessment or have a minimum of three years full-time teaching experience in a West Virginia public school under such license.

21.2. For issuance of an Additional Endorsement Based on Content Proficiency. An individual who already holds a valid West Virginia Professional Teaching Certificate excluding the Provisional Alternative Provisional Certificate may add an additional area of certification upon submission of a passing score on the appropriate content area test effective in current policy required of other teachers for certification in

that area, and successfully completing the WVDE-approved methodology coursework. If no test is required, the professional educator must complete an approved program to add an endorsement. Exemptions identified in section 10.1.e.2.A.1 do not apply to the additional endorsement based on content proficiency.

21.3. Exceptions. An additional endorsement based on content proficiency as stated in section 21.2 may not be added to a Professional Student Support Certificate or Professional Administrative Certificate or any Alternative Provisional Certificate.

21.4. For issuance of an Additional Endorsement for Driver Education. The candidate must:

21.4. a. comply with the requirements of section 10; and

21.4.b. complete an approved preparation program in driver education; and

21.4.c. have a valid West Virginia Professional Certificate; and

21.4.d. have held a valid motor vehicle operator's license for the past five years without interruption; and

21.4.e. provide evidence of a satisfactory driving record by submitting a certified copy of the candidate's driving record from the DMV in each state where the candidate has been licensed during the past five years; and

21.4.f. have not accumulated nine or more points on the candidate's driving record from a DMV at any time during the past five years; and

21.4.g. have not been convicted and/or had a driving 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; or by clear and convincing evidence, including but not limited to, and has not operated a motor vehicle while under the influence of same as established by a preponderance of evidence, such as a positive breath or blood test, or field sobriety test, notwithstanding the lack of a conviction or driving license suspension or revocation.

21.4.h. Waivers are not applicable to section 21.4.

21.5. For issuance of additional CTE endorsements refer to the West Virginia CTE Endorsement and Testing Manual and section 10.5.b.4.

21.6. For issuance of an Additional Endorsement in ASL. Individuals who hold a Professional Teaching Certificate may add an additional endorsement in ASL provided they make application and provide evidence of a qualifying score on the WVBE-required exam as listed in the Licensure Testing Directory.

21.7. For issuance of an Additional Endorsement in Chinese. Individuals who hold already holds a West Virginia Professional Certificate endorsed in a programmatic level and area listed in Appendix A may add an endorsement in Chinese provided that they make application and provide evidence of completion of an approved program as stated in section 21.1 or provide evidence of successful completion of a proficiency-based Chinese language learning and certificate program for teachers, and who score at

minimum at Level V on the Hanyu Shuiping Kaoshi proficiency test.

21.8. For issuance of an Additional Endorsement to a valid West Virginia Professional Administrative Certificate. Individuals who currently hold a valid West Virginia Professional Administrative Certificate and complete an approved program to add an endorsement for either Principal, Superintendent, or Supervisor of General Instruction, may apply with the recommendation of the institution and submit passing scores for the current WVBE-required exam as per WVBE policy. Candidates who successfully completed a previously required WVBE exam for Administration may use a minimum of five years of administrative experience in an endorsement area on their Professional Administrative Certificate to satisfy the examination requirement.

21.9. For issuance of an Additional Endorsement for Superintendent to a valid West Virginia Professional Administrative Certificate. Individuals who currently hold a valid West Virginia Professional Administrative Certificate and either complete an approved program to add a Superintendent endorsement with the recommendation of the institution or complete the WVDE New and Aspiring Superintendent Leadership Training and have a minimum of verified 10 years of administrative experience at a county or school level, may apply for the additional endorsement. Candidates must either have the WVBE-required exam passing scores on file as required for the Administrative Certificate when first issued or provide current WVBE-required exam as per WVBE policy.

#### **§126-136-22. Salary Classifications for Educators.**

22.1. State Minimum Salary (W. Va. Code §18A-4-2). The intent of advanced salary classifications is to recognize educators for completing college/university coursework which will contribute to the improvement of instruction or other services in the public schools. The legal basis for these regulations is W. Va. Code §18A-4-1 and §18A-4-4.

22.2. Advanced Salary Classification for Teaching, Student Support, or Administrative Certificates or equivalent. The following governing principles shall apply: the advanced salary classifications recognized by the WVDE are BA+15, MA, MA+15, MA+30, MA+45 and doctorate. These classifications are defined in section 4.

22.2.a. Coursework. All college/university coursework used for advanced salary purposes must be completed at an accredited IHE except that coursework completed for a CTE advanced salary classification recognized on the CTE Certificate must have been completed at a regionally accredited IHE. Equivalent certificates are defined in section 4.

22.2.b. Graduate coursework completed after July 1, 1994, shall be related to the public school program, as defined in section 9.10.g, and as follows: any course offering included in a degree program in the field of education; content and/or professional education coursework related to the current licensure; content and/or professional education coursework required for an additional endorsement held; professional learning/special topics coursework approved by the WVDE; coursework identified in the personnel evaluation process; coursework related to technology for education; and/or 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 section 9.10.g.

22.2.c. Duplicate credit shall not be accepted for advanced salary purposes.

22.2.d. Master's Degree Salary Classification. An individual who holds a professional certificate or equivalent and also holds an MA based on fewer than 30 semester hours of credit may qualify for the MA+15, MA+30, MA+45 advanced salary classification by completing 15, 30, or 45 semester hours of college/university credit respectively, beyond the degree requirements. All college/university coursework hours verified as completed toward the MA must appear on the official college/university transcript, or the foreign credential evaluation.

22.2.e. Permits and Salary Class. An individual employed on a permit in a specialization which requires completion of an MA program for the Initial Professional Student Support or Administrative Certificate or equivalent may be granted a BA+15 salary classification upon completion of 15 semester hours of coursework leading to the MA in the specialization for which the permit is issued. Other eligible permits and authorizations are granted the required degree recognition only. Advanced degree level recognition is not allowable on permits or authorizations under W. Va. Code §18A-4-1. Equivalent certificates are treated as professional equivalents and therefore are allowable for advanced salary.

22.2.e.1. Exception for Degree Recognition. An individual who holds a Juris Doctor (JD) or Education Specialist (Ed.S) advanced degree equivalent to a master's degree or above, which is not recognized by the WVBE, may be granted the degree level of MA without salary classification to satisfy the degree requirements for the purposes of obtaining a Professional Certificate requiring a master's degree.

22.2.f. Undergraduate Hour Requirements. Fifteen semester hours of undergraduate level credit from a regionally accredited IHE may be utilized for an advanced salary classification if such hours are related to the public school program as defined in section 9.10.g. Undergraduate level coursework must be completed after the issuance of the specialization on the Professional Teaching, Student Support, or Administrative Certificate. Undergraduate level 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.

22.2.g. Effective Date. Upon appropriate application to the WVDE, the effective date of any advanced salary is limited to the date that all requirements were completed as verified on an official college/university transcript, but not exceeding three months prior to the date the application is received by the WVDE, as defined in section 9.10.

22.2.h. Expired certification is ineligible for issuance of an advanced salary or advanced degree level. The certification must be valid for issuance of any advanced salary or advanced degree level.

22.3. Salary Classification for the CTE Permit or Certificate. The basic salary for the holder of a CTE Permit shall be based on a CTE salary of BA, while the salary for the holder of a CTE Certificate may reflect a higher CTE salary level based on degrees earned and/or coursework completed. The CTE advanced salary classifications are recognized only on the CTE Certificate. Advanced salary classifications for the CTE Certificate may not exceed a classification of MA+45. The CTE advanced salary classifications for an educator whose CTE Certificate is not based on a degree include CTE BA+15, CTE MA, CTE MA+15, CTE MA+30, and CTE MA+45. These salary classifications are defined in section 4.

22.3.a. Additional CTE Salary Classification. A CTE 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 IHE for each new salary

classification.

22.3.b. CTE Coursework Update. Six semester hours of college/university coursework in the teaching specialization update are required for each advanced salary classification for a CTE educator. A maximum of six semester hours of teaching specialization update coursework is acceptable for each advanced salary classification.

22.3.c. Permanent CTE Certificate. An educator who holds a permanent CTE Certificate may qualify for the MA+30 CTE salary classification based on the awarding of a BA from a regionally accredited IHE. An educator who holds a permanent CTE Certificate may qualify for the MA+45 CTE salary classification based on the awarding of a BA+15 semester hours of graduate credit from a regionally accredited IHE or based on the awarding of a MA. A Licensed Practical Nurse holding a CTE Certificate may qualify for the MA+45 CTE salary classification based on the awarding of a BA from a regionally accredited IHE.

22.3.d. Non-Degree CTE Coursework. An educator who is not pursuing a degree and who is requesting a CTE advanced salary classification must select semester hour coursework from a regionally accredited IHE as approved by the designated official at the WVDE Office of CTE. Approved semester hour coursework must be related to the public school program and may include occupational update credits approved by the WVDE.

22.3.e. Recommendation. Receive the recommendation from the designated official at the WVDE.

### **§126-136-23. Fee Reimbursements and Salary Supplements.**

#### 23.1. Tuition Reimbursement for Certificate Renewal or Shortage Areas.

23.1.a. As stated in W. Va. Code §18A-3-3a, an educator applying for tuition reimbursement must meet the following criteria: holds either a valid West Virginia Teaching, Student Support, or Administrative Certificate, or holds one of these Professional Certificates and a First Class Permit for full-time employment 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 is seeking certification renewal, and has a continuing contract with a county board of education or eligible public school employment. 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/university coursework used for certificate renewal or for coursework in a verified shortage area. Reimbursement for an educator who attends an out-of-state IHE as described in W. Va. Code §18A-3-3a(d)(2), or a private IHE may not exceed the amount of the highest corresponding tuition charged at a West Virginia state-supported IHE. Reimbursement for coursework completed towards certification renewal or for coursework completed in a shortage area is limited to 15 semester hours of courses for any educator. The reimbursement for coursework completed in an area of critical shortage has been legislatively prioritized, taking precedent before renewal coursework as described in W. Va. Code §18A-3-3a(f). For reimbursement of shortage area coursework, the shortage area must be verified by the county of employment. The educator must have completed the appropriate IHE coursework with a minimum 3.00 GPA.

23.1.c. Reimbursement Schedule. A request for tuition reimbursement must be received by the WVDE between July 1 and June 15 of each fiscal year for coursework completed during that fiscal year. Tuition reimbursement is provided first-come, first-served, for limited funds. Coursework completed prior to the July 1 start of a fiscal year will not be considered for state tuition reimbursement.

23.1.d. Third-Party Reimbursement. An educator who receives a tuition and/or fee waiver shall not be entitled to reimbursement by the WVDE for the tuition/fees covered by the subsidy. Only expenses incurred personally by the educator shall be reimbursable.

23.2. Reimbursement for National Board for Professional Teaching Standards (NBPTS) Certification.

23.2.a. 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.

23.2.b. Limitations. The number of teachers reimbursed in any fiscal year is dependent upon the legislative funding amount granted for that fiscal year.

23.2.c. Third-Party Reimbursement. A classroom teacher who receives a subsidy from the NBPTS or any other third-party 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.

23.2.d. Reimbursement Schedule. For initial NBPTS board 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 the general timeframe allowable by the NBPTS unless an extension for program completion is granted by the NBPTS. For NBPTS board certification Maintenance of Certification (MOC), each teacher who successfully maintains the NBPTS certification shall be reimbursed for the NBPTS MOC fees, upon application to the WVDE.

23.2.e. Procedures and processes for NBPTS Fee Reimbursement. Fee reimbursements are processed in the following stages in accordance with the provisions of W. Va. Code §18A-4-2a(d): one-half of the program fee shall be paid for reimbursement once to each teacher who enrolls in the program for NBPTS certification and submits an application with verification of enrollment, payment for two components, and registration fee; the remaining one-half of the program fee shall be paid for reimbursement once to each teacher who submits an application verifying payment for the final two components, registration fee, and submission of all four components sent to the NBPTS for final scoring; Additionally, MOC fee reimbursement is available for each successful MOC as verified by the NBPTS. A request for fee reimbursement must be received by the WVDE no later than June 15 of any fiscal year.

23.2.f. Extra expenses reimbursement. A classroom teacher who achieves NBPTS Certification may request reimbursement of actual expenses incurred for initial National Board Certification only, for non-durable goods as listed under federal Internal Revenue Service (IRS) guidelines, up to a maximum of \$600.00, by submitting the appropriate application to the WVDE with documentation, which includes: NBPTS board certification, as verified by the NBPTS; original receipts for the expenses incurred; and other documentation as required. Any subsidy funding received by the teacher for retake fees is considered as partial or complete payment of the \$600.00 amount allowable for actual expenses incurred.

23.2.g. NBPTS Salary Supplement. 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 five years for any one certificate, providing that the appropriate application is submitted to the WVDE along with the documentation that the teacher has achieved NBPTS Certification and is employed as a public school classroom teacher. 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 successfully completes NBPTS MOC Certification must re-apply to the state for a salary supplement renewal. The state salary supplement expires at the same time the NBPTS board certification expires.

23.2.h. NBPTS Certificate Recognition without Salary Supplement. An individual who has achieved NBPTS certification but is not currently employed as a classroom teacher in West Virginia public schools may request recognition of the NBPTS certification with a valid West Virginia Professional Teaching Certificate. The NBPTS salary supplement is only allowable and receivable as an employed and fully certified West Virginia public school classroom teacher.

23.3. Reimbursement and Salary Supplement for Professional Personnel with Recognized National Certification in Speech Language Pathology, Counseling, School Psychology, and School Nursing General Criteria.

23.3.a. The purpose of this section is to recognize and reward certain professional personnel, as defined in W. Va. Code §18A-1-1, who hold advanced certification by the 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, and reimbursement of program fees and actual extra expenses incurred toward attainment of the initial advanced certification for these professional personnel employed in the public schools as SLPs, counselors, school psychologists or school nurses.

23.3.b. Limitations for Salary Supplement. The number of SLPs, counselors, school psychologists, or school nurses eligible for an annual salary supplement shall be limited to no more than 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 ranking: 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 public school work experience completed in the endorsement area.

23.3.c. Limitations for Reimbursement. The number of SLPs, counselors, school psychologists, or school nurses eligible, upon attainment of the advanced certification, for reimbursement of the remainder of the application program 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 eligible for reimbursement shall be determined each fiscal year by ranking and verification as in section 23.3.b. 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. Recognition of only one advanced certification shall be allowed for any individual for the purpose of obtaining the fee reimbursement and/or the salary supplement.

23.3.d. Reimbursement and Salary Supplement 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 \$2,500.00 for the life of the advanced certification, or for 10 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 \$600.00 maximum, toward attainment of the advanced certification, with reimbursement for an additional 115 professional personnel allowable each fiscal year thereafter.

23.3.e. Deadlines. Applications will be accepted from January 1 through September 15 each year for processing for SLPs, counselors, school psychologists and school nurses. Applications received after the annual September 15 deadline through December 31 will be denied for reimbursement and 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 in this section to identify the 115 additional applications eligible for payment during that year. Only candidates who are employed in West Virginia public schools as an SLP, counselor, school psychologist, or school nurse are eligible for this reimbursement or salary supplement.

23.3.f. Procedures for requesting National Certification Reimbursements. 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 program fee for enrollment and one-half of the fee for completion, and up to a maximum of \$600.00 for extra expenses incurred for the initial certification, as allowable under federal IRS guidelines, by submitting the appropriate application to the WVDE with documentation, which includes: verification of payment of the advanced certification program fee(s); and verification that the candidate is enrolled in or has completed the advanced certification process; and 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 with receipts for allowable expenses incurred, if applying for completion fees or extra expenses and verification of the criteria listed in section 23; and other documentation as required.

23.3.g. Procedures for requesting National Certification Salary Supplements. 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 documentation, which includes: 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; verification of the criteria listed in section 23; and verification of current employment in the West Virginia public schools as a SLP, counselor, school psychologist, or school nurse. A professional who successfully completes national certification must re-apply to the state for a salary supplement renewal. The state salary supplement expires at the same time the national certification expires.

#### **§126-136-24. Advanced Credentials.**

24.1. Advanced Credentials are awarded to educators for completing professional learning, 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 or CTE Certificate remains valid and the Advanced Credential is not surrendered, suspended, or revoked.

24.3. **Conditions of Issuance.** The candidate 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 candidates.

24.4.a. **Technology Integration Specialist.** The Technology Integration Specialist serves public schools in an instructional support capacity. The candidate for licensure must provide evidence of completing the following criteria: hold a valid West Virginia Professional Certificate, or an Adult Certificate endorsed for Adult Basic Education as described in section 10.8; complete training as required by the employing county; and receive the recommendation of the county superintendent. The Technology Integration Specialist Advanced Credential shall be issued on a permanent basis and shall remain as such provided the Professional Teaching Certificate remains valid and the Advanced Credential is not surrendered, suspended, or revoked.

24.4.b. **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 required for licensure when a job posting requires the Advanced Placement credential, 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 candidate for licensure must submit evidence of completing the following criteria: hold a valid West Virginia Professional Certificate; successfully complete the Advanced Placement Course Audit required by the College Board; and receive the recommendation of the employing county superintendent and complete any one of the following:

24.4.b.1. **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 WVDE or an out-of-state provider endorsed by the College Board. All professional learning for the initial Advanced Placement Teacher Advanced Credential must have been completed subsequent to June 1, 2005; or

24.4.b.2. Be accepted by the College Board to read exams and participate in at least one Advanced Placement Exam Reading; or be accepted by the College Board to offer institutes and workshops and deliver at least one course-specific institute or workshop; or successfully serve as a mentor to a novice Advanced Placement teacher; or successfully complete at least three semester hours of coursework directly related to the Advanced Placement course for which licensure is sought.

24.4.b.3. **Renewal of Advanced Placement Teacher.** The candidate for licensure must submit evidence of successful completion of the requirements identified in section 24.4.b. The requirements for

renewal must have been met subsequent to the renewal of the certificate being renewed and within five years of the date of application.

24.4.c. Personal Finance Education Specialist. The advanced credential endorsed for Personal Finance Education Specialist is awarded upon completion of professional learning offered/approved by the WVDE. The Personal Finance Education Specialist delivers instruction to students in grades K-Adult utilizing the college- and career-readiness standards 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.

24.4.c.1. The candidate for licensure must submit evidence of completing the following criteria: hold a valid West Virginia Professional Certificate or a valid West Virginia CTE Certificate; and successfully complete professional learning on personal finance education provided and/or approved by the WVDE; and document the integration of personal finance education into the core curriculum utilizing the WVDE personal finance instructional model.

24.4.c.2. 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: hold a valid West Virginia Professional Certificate or a valid West Virginia CTE Certificate; and completion of professional learning related to personal finance education knowledge, skills, and pedagogy offered/approved by the WVDE or another nationally recognized organization; or successfully complete at least three semester hours of coursework from a regionally accredited IHE and directly related to the field of Personal Finance Education.

24.4.c.3. Permanent Personal Finance Advanced Credential. The Advanced Credential endorsed for Personal Finance Education Specialist may become a permanent Advanced Credential. The candidate for the permanent Advanced Credential endorsed for Personal Finance Specialist must submit evidence of meeting the following criteria: hold a valid West Virginia Professional Certificate or a valid West Virginia CTE Certificate; and 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 completion of an additional professional learning related to personal finance education knowledge, skills, and pedagogy and offered/approved by the WVDE; and complete at least three semester hours of coursework from a regionally accredited IHE or its equivalent from West Virginia WVLeads, and directly related to the field of Personal Finance Education.

24.4.c.4. Exception. Any candidate who applies by June 30, 2024, and who holds or has held a Personal Finance advanced credential, or who holds a valid Professional Teaching Certificate endorsed for social studies and who is employed during the 2023-2024 school year in grades 9-12 as verified by the employing county, is eligible to apply for a permanent advanced credential endorsed in Personal Finance without completing any additional coursework/professional learning requirements. Any candidate who applies for initial, renewal, or conversion of this credential beginning July 1, 2024, shall meet the requirements as listed in sections 24.4.c through 24.4.c.3.

24.5. CTE. Permanent advanced credentials for areas of CTE are awarded upon completion of Professional Learning/Coursework identified in the CTE Endorsements and Testing Manual on the WVDE website. The candidate for licensure must provide evidence of completing the following criteria: meet requirements identified in the CTE Endorsements and Testing Manual on the WVDE website; and meet professional learning/coursework as identified in the CTE Endorsements and Testing Manual on the WVDE

website; and receive the recommendation of the employing county superintendent, Multi-County CTE Administrator, or WVSDT Superintendent or designee.

24.5.a. Advanced Credential for Initial Option Pathway. The Option Pathway teacher delivers instruction to those students enrolled in the Option Pathway program to prepare them for the high school equivalency assessment. The Option Pathway Advanced Credential is issued for a period equal to the validity period of the candidate's current professional teaching certificate, not to exceed five years and shall expire on June 30 in the year it is set to expire. The candidate must provide evidence of completing the following criteria: hold a valid Professional Teaching Certificate in any endorsement, grades K-12; and submission of commitment verifying the candidate's agreement to complete the required Option Pathway orientation professional learning approved by the WVDE Option Pathway Coordinator; and receive the recommendation of the county superintendent in which the candidate is employed.

24.5.a.1. Renewal of the Advanced Credential for Option Pathway. The Advanced Credential endorsed for Option Pathway shall be renewed upon submission of the following evidence: hold a valid Professional Teaching Certificate in any endorsement, grades K-12; and unduplicated professional learning offered or approved by the WVDE Option Pathway Coordinator equal to six hours annually.

24.5.a.2. All Option Pathway teachers, who are new to the Option Pathway program, are required during the first-year to take the Option Pathway New Teacher Orientation. These hours will be counted toward the first year professional learning requirement. For subsequent renewal(s), completion of at least 18 clock hours (for a three year certificate) or 30 clock hours (for a five year/permanent certificate); and receive the recommendation of the county superintendent in which the candidate is employed.

**§126-136-25. Severability.**

25.1. If any provision of this policy or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this policy.

## Appendix A

Programmatic Levels and Specializations Recognized on the Professional Certificate<sup>6</sup>

## Recognized Programmatic Levels

|                          |                |
|--------------------------|----------------|
| Preschool Education      | Pre-k-Pre-k    |
| Preschool to Adult       | Pre-k-Adult    |
| Kindergarten to Grade 12 | Grades K-12    |
| Early Education          | Pre-k-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                   |
| Algebra I                             | 5-Adult                   |
| Algebra II                            | 5-Adult                   |
| American Sign Language                | Pre-k-Adult, 5-Adult      |
| Art                                   | Pre-k-Adult, 5-Adult, 5-9 |
| Biology                               | 9-Adult                   |
| Business Education                    | 5-Adult                   |
| Chemistry                             | 9-Adult                   |
| Chemistry/Physics                     | 9-Adult                   |
| Chinese                               | Pre-k-Adult, 5-Adult      |
| Computer Science Education            | Pre-k-Adult               |
| Dance                                 | Pre-k-Adult, 5-Adult      |
| Driver Education                      | 9-Adult                   |
| Earth & Space Science                 | 5-Adult                   |
| Early Childhood Education             | K-4                       |
| Early Education                       | Pre-k-K                   |
| Elementary Education                  | K-6                       |
| Elementary Mathematics Education      | K-6                       |
| Elementary Mathematics Specialization | K-6                       |
| Elementary Mathematics Specialist2    | K-6                       |
| English                               | 5-Adult, 5-9              |
| English as a Second Language          | Pre-k-Adult               |
| Family & Consumer Science             | 5-Adult                   |
| French                                | Pre-k-Adult, 5-Adult      |
| General Mathematics through Algebra I | 5-9                       |
| General Science                       | 5-Adult, 5-9              |
| Geometry                              | 5-Adult                   |
| German                                | Pre-k-Adult, 5-Adult      |
| Health                                | Pre-k-Adult, 5-Adult      |
| Instructional Technology              | Pre-k-Adult               |
| Japanese                              | Pre-k-Adult, 5 Adult      |

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|   |                           |
|---|---------------------------|
| Journalism  | 5-Adult, 9-Adult          |
| Latin   | 5-Adult, Pre-k-Adult      |
| Marketing   | 9-Adult                   |
| Mathematics (Comprehensive)                               | 5-Adult                   |
| Music   | Pre-k-Adult               |
| Oral Communications                                       | 5-Adult, 9-Adult          |
| Physical Education  | Pre-k-Adult, 5-Adult, 5-9 |
| Physics   | 9-Adult                   |
| Preschool Education                                       | Pre-k-Pre-k               |
| Reading Education   | K-6, 5-Adult              |
| Reading Specialist1,2,3                                   | Pre-k-Adult               |
| Russian   | Pre-k-Adult, 5-Adult      |
| School-Library Media                                      | Pre-k-Adult               |
| Social Studies  | 5-Adult, 5-9              |
| Spanish   | Pre-k-Adult, 5-Adult      |
| Technology Education                                      | 5-Adult                   |
| Theatre   | Pre-k-Adult, 5-Adult      |
| Wellness (Health-Physical Education Combined Major)       | Pre-k-Adult               |
| <br>  |                           |
| Grade Level Options for Special Education Specializations |                           |
| Autism4   | Pre-k- K, K-6, 5-Adult    |
| Developmentally Delayed                                   | K-6                       |
| Emotional/Behavior Disorders                              | K-6, 5-Adult              |
| Gifted  | 1-12                      |
| Deaf and Hard of Hearing                                  | Pre-k-Adult               |
| Intellectual Disabilities                                 | K-6, 5-Adult              |
| Multi-Categorical (E/BD, MI, SLD, excluding Autism)       | K-6, 5-Adult              |
| Preschool Special Needs                                   | Pre-k-K                   |
| Severe Disabilities                                       | K-Adult                   |
| Specific Learning Disabilities                            | K-6, 5-Adult              |
| Visual Impairment   | Pre-k-Adult               |
| <br>  |                           |
| Grade Level Options for Student Support Specializations   |                           |
| Counselor2  | Pre-k-Adult               |
| School Nurse  | Pre-k-Adult               |
| School Psychologist2                                      | Pre-k-Adult               |
| Social Services and Attendance                            | Pre-k-Adult               |
| Speech Language Pathologist2                              | Pre-k-Adult               |
| <br>  |                           |
| Grade Level Options for Administrative Specializations    |                           |
| General Supervisor2                                       | Pre-k-Adult               |
| Principal2  | Pre-k-Adult               |
| Superintendent2   | Pre-k-Adult               |

The WVDE shall issue certificates for discontinued specializations only to those students enrolled in an approved program at the time the program was discontinued.

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### Grade Level Options for Classroom Assistant Teachers

|   |         |
|---|---------|
| Early Childhood Classroom Assistant Teacher (ECCAT) Authorization | Pre-k-3 |
| Special Education Assistant Teacher (Aide V)                      | Pre-k-K |
| Behavioral Support Assistant Teacher (Aide VI)                    | Pre-k-K |

### Grade Level Options for Career Technical Specializations

|                     |                |
|---------------------|----------------|
| All Specializations | 5-Adult, AD-AD |
|---------------------|----------------|

### Grade Level Options for Paraprofessionals

|                                |              |
|--------------------------------|--------------|
| Paraprofessionals <sup>5</sup> | Pre-k -Adult |
|--------------------------------|--------------|

### Grade Level Modification Eligible Areas

|                                       |                                  |
|---------------------------------------|----------------------------------|
| Superintendent                        | Physical Education               |
| Principal                             | Reading Specialist               |
| Supervisor of General Instruction     | School Library/Media             |
| Content Endorsement (5-12, 7-12, 5-8) | Social Studies – U.S. History    |
| Content Endorsement for CTE (9-Adult) | Special Education Endorsement(s) |
| Art                                   | Counselor                        |
| Elementary                            | Speech Language Pathologist      |
| English as a Second Language          | School Nurse                     |
| Gifted                                | Speech Therapy                   |
| Health                                | School Psychologist              |
| Music                                 | School Service/Attendance        |

<sup>1</sup>Graduate Level Certification Program Required

<sup>2</sup>MA Required

<sup>3</sup>Reading Specialist requires a completion of an MA in Reading Specialist or an MA and a Graduate Certification Program in Reading Specialist reflective on official seal bearing transcripts.

<sup>4</sup>Autism. An individual may not add the Autism Endorsement from solely taking the content area test for Autism. See section 19.3 for requirements to add Autism to a certificate.

<sup>5</sup>Associate Degree Required

<sup>6</sup>Endorsements eligible to be added to an Alternative Teaching Certificate or to a certificate equivalent to a professional certificate may be found in the West Virginia Licensure Testing Directory on the WVDE website.

**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 Language Pathologist K-12 | Pre-k-Adult        |
| School Nurse K-12                | Pre-k-Adult        |
| School Psychologist K-12 or 1-12 | 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        |

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