



WEST VIRGINIA SECRETARY OF STATE

MAC WARNER

ADMINISTRATIVE LAW DIVISION

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10/15/2024 1:42:00 PM

Office of West Virginia
Secretary Of State

NOTICE OF PUBLIC COMMENT PERIOD

AGENCY: Education

TITLE-SERIES: 126-136

RULE TYPE: Legislative
Exempt

Amendment to Existing Rule: Yes

Repeal of existing rule: Yes

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

CITE STATUTORY AUTHORITY: W. Va. Constitution, Article XII, §2; and W. Va. Code §§18-2-5, 18-5G-4(b)
(S), §18- 5G-17(b)

COMMENTS LIMITED TO:

Written

DATE OF PUBLIC HEARING:

LOCATION OF PUBLIC HEARING:

DATE WRITTEN COMMENT PERIOD ENDS: 11/14/2024 4:00

COMMENTS MAY BE MAILED OR EMAILED TO:

NAME: Brad Fittro

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PLEASE INDICATE IF THIS FILING INCLUDES:

RELEVANT FEDERAL STATUTES OR REGULATIONS: No

(IF YES, PLEASE UPLOAD IN THE SUPPORTING DOCUMENTS FIELD)

INCORPORATED BY REFERENCE: No

(IF YES, PLEASE UPLOAD IN THE SUPPORTING DOCUMENTS FIELD)

PROVIDE A BRIEF SUMMARY OF THE CONTENT OF THE RULE:

This policy outlines the minimum requirements for the various licenses approved by the WVBE, and issued by the State Superintendent of Schools, to educators and paraprofessionals who wish to work in West Virginia's public schools. This policy also outlines the requirements for advanced salary classification. Important terminology is defined, governing principles are identified, and the criteria for issuance of each license and salary classification are established. Policy 5202 is being repealed and replaced to reflect current West Virginia Board of Education policy drafting requirements, clarifications, formatting, and grammar/punctuation consistency.

SUMMARIZE IN A CLEAR AND CONCISE MANNER CONTENTS OF CHANGES IN THE RULE AND A STATEMENT OF CIRCUMSTANCES REQUIRING THE RULE:

This revision to West Virginia Board of Education Policy 5202 establishes requirements regarding licensure of educators to work in the public schools of West Virginia and is critical to the success of all students. As changes occur in education, certification and licensure policy must be revised accordingly to meet these needs.

SUMMARIZE IN A CLEAR AND CONCISE MANNER THE OVERALL ECONOMIC IMPACT OF THE PROPOSED RULE:

A. ECONOMIC IMPACT ON REVENUES OF STATE GOVERNMENT:

None.

B. ECONOMIC IMPACT ON SPECIAL REVENUE ACCOUNTS:

None.

C. ECONOMIC IMPACT OF THE RULE ON THE STATE OR ITS RESIDENTS:

None.

D. FISCAL NOTE DETAIL:

| Effect of Proposal | Fiscal Year | | |
|------------------------------------|--|--|--|
| | 2024 Increase/Decrease (use "-") | 2025 Increase/Decrease (use "-") | Fiscal Year (Upon Full Implementation) |
| 1. Estimated Total Cost | 0 | 0 | 0 |
| Personal Services | 0 | 0 | 0 |
| Current Expenses | 0 | 0 | 0 |
| Repairs and Alterations | 0 | 0 | 0 |
| Assets | 0 | 0 | 0 |
| Other | 0 | 0 | 0 |
| 2. Estimated Total Revenues | 0 | 0 | 0 |

E. EXPLANATION OF ABOVE ESTIMATES (INCLUDING LONG-RANGE EFFECT):

The revisions to this rule do not have any fiscal impact.

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

Yes

Kelli D Talbott -- 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.

- Added an option to transfer from a non-transferrable certificate to a transferrable certificate.
- Clarified that applications for renewal of a Provisional Alternative Teaching Certificate received after January 1 of the year the certificate expires, will be effective July 1.
- Clarified eligible recommendations for an individual who is not employed in any manner in a county school system and cannot obtain a county superintendent's signature.
- Clarified a requirement to receive a First-Class/Full-Time Permit for School Counseling to use field experience coursework.
- Added flexibility for CSBO and Professional Accountant requirements.
- Added a Novice Teacher Permit.
- Added School Nutrition Director Professional Certificate.

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

- Allows the Non-IHE First-Class/Full-Time Permit to be valid for two years.
- Added a requirement if a candidate on a Driver Education Permit receives any traffic violation, it must be reported to the WVDE within 7 days of the incident.
- Amended requirements for Basic Skills for CTE licensure.
- Added language to CTR applications that if a candidate applies within a year they shall be fingerprinted for the initial certificate.
- Added language that Substitute applications require official academic transcripts and the county must provide training for IEP and 504s for Long-Term Substitute candidates.
- Changed the name and added requirements for the Collegiate Instructor Permit.
- Removed the Initial Adult Permit as it will be encompassed in CTE Licensure and only renewals will be issued for candidates who currently hold an Adult Permit.
- Changed the passing score to 84% on the EMS exam for licensure.
- Changed authorized signatures for certain CTE licenses.
- Changed requirements for the CTE Administrator endorsement.
- Added a restricted content endorsement for candidates completing the WVDE Driver Education cohort program to have a permit to teach the course as the teacher of record upon offer of employment and enrollment in the program.
- Added a permanent authorization for Autism Mentor.
- Added a permit for a Novice Teacher while completing the Novice Teacher Program.

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

- Clarified ECCAT requirements.
- Added requirements to be a Sign Language Interpreter and Permanent Interpreter certification.

§126-136-15. Alternative Routes to Certification

- Clarified the effective date of a Provisional Alternative Certificate when converting to a Professional Teaching Certificate.

§126-136-16. Out-of-State Applicants

- Clarified the type of certificate issued to out-of-state candidates for an initial certificate.

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

- Clarified language about Adult Basic Education Requirements

§126-136-19. Special Education

- Added an allowance for the Restricted Content Endorsement for Autism to be renewable one time.
- Added language that all coursework for the additional endorsement in Autism must be a 3.00 or better.

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

- Added language that if a DMV Driving Record was submitted within 30 days, it does not need to be resubmitted.

§126-136-22. Salary Classifications for Educators

- Revised requirements for a Permanent CTE Certificate for Nursing.
- Added a requirement that coursework for Chief School Business Official and Professional Accountant must be related to those endorsements.

§126-136-24. Advanced Credentials

- Removed language for Personal Finance Specialist Advanced Credential that expired on July 1, 2024.

Impact: These revisions to Policy 5202 assure appropriate certification of educators for licensure to work in the public schools of West Virginia to meet the needs of all students, as part of the cycle of continuous improvement. The flexibility afforded to districts in attracting and retaining highly effective educators is evidenced in policy revisions.

Action:

- Release for 30 day public comment
 - Approved by WVBE with effective date of ____/____/20____
-

**Policy 5202, Minimum Requirements for the Licensure of Professional/Paraprofessional Personnel &
Advanced Salary Classifications
List of Stakeholders**

West Virginia Department of Education

External Stakeholders

- Fred Albert, President, AFT-WV
- Ben Cummings, Director Roane-Jackson Technical Center
- Denece Dial, Personnel Director, Fayette County
- Krystal Filipek, Personnel Director, Mercer County
- David Gladkosky, Executive Director West Virginia Professional Educators
- Ryan Haight, Director, Mid-Ohio Valley Technical Center
- Dale Lee, President, WVEA
- Corey Murphey, Assistant Superintendent, Marshall County
- Ron Pauley, Human Resources Executive Director, Kanawha County
- Chanda Perry, Personnel Director, Wayne County
- Troy Ravenscroft, Superintendent, Mineral County
- Justin Schooley, Assistant Superintendent of Human Resources, Berkeley County
- Debbie Smith, Personnel Director, Cabell County
- J.P. Tenney, Principal, Elkins Mountain School
- WV Commission for Professional Teaching Standards
- WV - TEAC

Internal Stakeholders

- Teresa Bailey, Coordinator, Office of Educator Preparation
- Michele Blatt, State Superintendent of Schools
- Janet Bock-Hager, Coordinator, PK-12 Academic Support
- Tara Burch, Coordinator, Office of Educator Preparation
- Adam Canter, Director, Office of CTE
- Uriah Cummings, School Finance Operations Officer
- Emily Curry, Coordinator, Office of Certification
- Timothy Elliot, Coordinator Office of Career Technical Education
- Brad A. Fittro, Coordinator, Office of Certification
- Susie Garrison, Coordinator, PK-12 Academic Support
- Tabetha Gillespie, Coordinator, Office of Certification
- Dr. Robert Hagerman, Director, Office of Certification
- Christina Haymaker, Coordinator, Office of Certification
- Alyssa Keedy-White, Coordinator, Office of Certification
- Donna Landin, Manager, Office of Educator Preparation
- Mendy Marshall, Director, Office of Adult Education
- Robert Mellace, Coordinator, Office of Educator Preparation
- Julie Morris, Coordinator, Office of CTE
- Amber Myers, Coordinator, PK-12 Academic Support
- Sheila Paitsei, Director, Office of Special Education
- Lisha Tignor, Coordinator, Office of Special Education

**Policy 5202, Minimum Requirements for the Licensure of Professional/Paraprofessional Personnel &
Advanced Salary Classifications**

List of Stakeholders

- Dr. Traci Tuttle, Director, Office of Educator Preparation
- Dr. Sonya White, Deputy State Superintendent of Schools
- Margaret Williamson, Assistant Superintendent, Federal Programs and Support
- Lori Wilson, Coordinator, Office of Certification

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. -- .

1.4. Effective Date. -- .

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 June 14, 2023, and effective July 17, 2023.

§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 acquired in a single content area as identified on the official seal-bearing transcript, or verified by the IHE, from which the individual earned a degree. The 21 semester hours of coursework are required to be part of the candidate's degree and must not include any semester hours of 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 is not 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, but are not limited to, minimum Grade Point Average (GPA), standardized testing or assessment, Evaluation Leadership Institute (ELI), mentoring, experience, or graduation from an accredited IHE.

4.5. Appeal. A written request submitted by a candidate for an appeal of denial for cause in accordance with section 6.2.h. The appellant is required to include in the appeal the basis for, and evidence supporting, the appellant's argument.

4.6. Approved Career Technical Education (CTE) Preparation Program. An educational training program designed to prepare individuals to become educators specifically in CTE. This program provides instruction in teaching methodologies, curriculum development, classroom management techniques, and subject-specific content related to career and technical fields, based upon WVDE-adopted CTE program objectives and other requirements, and endorsed by 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 or for which the requirements for 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 a 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 of 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 the offenses described in W. Va. Code §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 a bachelor's degree have been met by, a candidate 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 through an accredited IHE, approved to offer graduate credit, met by a candidate who qualifies for, or holds, a Professional Certificate or its equivalent.

4.13. Beginning Educator. A classroom teacher with less 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(s) 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 promote professional growth, in accordance with W. Va. Code §18A-3C-3.

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

4.16. Career Technical Education (CTE) Master's Degree (MA). The completion of the coursework for issuance of a CTE Certificate plus 30 semester hours of approved coursework from an accredited IHE.

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

4.18. Career Technical Education (CTE) Master's Degree plus 30 (MA+30). The completion of the coursework for issuance of a CTE Certificate plus an additional 60 semester hours of approved coursework from an accredited IHE.

4.19. Career Technical Education (CTE) Master's Degree plus 45 (MA+45). The completion of the coursework for issuance of the CTE Certificate plus an additional 75 semester hours of approved coursework from an accredited IHE.

4.20. 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.

4.21. Certificate Holder. Any individual who has been issued a credential through the WVDE under the authority of the State Superintendent in accordance with Policy 5202 and W. Va. Code §18A-3-1.

4.22. Clinical Experience Permit. A credential issued to an educator candidate including, but not limited to, teachers, administrators, and student support personnel, who are enrolled and in good standing as part of an in-state or out-of-state approved preparation program at an accredited IHE that is a party to a written agreement with a 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.

4.22.a. Candidates 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 in accordance with Policy 5100, Approval of Educator Preparation Programs (Policy 5100).

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

4.23. 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 candidates have not completed all program requirements for initial licensure.

4.24. Community Programs. 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.

4.25. CTE Program of Study. A CTE program of study is the focused study of knowledge, and skills required for specific occupations and reflects specific endorsements recognized on the credential.

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

4.27. County Board of Education. The entity responsible for supervising and controlling public schools in the district pursuant to W. Va. Code §18-5-1 *et. seq.*

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 not meeting the criteria for licensure pursuant to W. Va. Code §18A-3-1(i), which specifies 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 issued.

4.31. Division of Motor Vehicles (DMV). The West Virginia government agency established in W. Va. Code §17-A-1 or its equivalent in other states.

4.32. Doctorate. A doctoral degree, from an accredited IHE approved to offer doctorate 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.

4.33. Duplicate Credit. A credit that substantially includes the same content for which the person has received previous credit.

4.34. Early Childhood Classroom Assistant Teacher (ECCAT) Paraprofessional Certificate. A person who has completed the permanent authorization requirements and holds a paraprofessional certificate.

4.35. 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).

4.36. Early Childhood Classroom Assistant Teacher (ECCAT) Temporary Authorization. A person who has not met the minimum requirements for the permanent authorization requirements but is employed in an ECCAT position and is currently enrolled and/or progressing toward meeting the permanent authorization requirements.

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

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

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

4.40. Fee. For purpose of tuition reimbursement only, in accordance with W. Va. Code §18A-3-3a, includes any mandatory cost associated with tuition assessed by an IHE excluding costs associated with books, technology, and/or supplies.

4.41. Good Faith Eligibility. For purposes of certification application and effective date of certificates, is the allotted time period, not exceeding three school months, when an applicant has met all certification requirements but has not received the required documentation to support the submitted application, except when the WVDE's review of the application requires additional processing time that causes the allotted good faith eligibility time to be exceeded.

4.42. Graduate Credit. A graduate level credit earned through an accredited IHE approved to offer graduate credit.

4.43. Hearing. A session held on an established day, at a specific time, for presenting evidence and arguments before the Licensure Appeal Panel or the Professional Practice Panel of the West Virginia Commission for Professional Teaching Standards.

4.44. Initial Certificate. The first certificate issued to a candidate by the WVDE in accordance with Policy 5202 and W. Va. Code §18A-3-1.

4.45. Institution of Higher Education (IHE). A college or university 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 (USDE), or by the Accrediting Council for Independent Colleges and Schools, to award degrees at stipulated levels including, but not limited to, BA, MA, and/or doctorate degrees.

4.46. 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/or tools aligned with state-approved content standards for instruction intended to improve student learning.

4.47. International Credential Evaluation. An official evaluation report of international credentials that provides interpretation of international credentials and determination of the equivalency of educational programs, awarded degrees, 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.

4.48. Licensing Agency. The WVDE under the authority of the State Superintendent.

4.49. Long-Term Substitute. A licensed educator who temporarily replaces a person assigned to an educator position for more than 30 consecutive instructional days.

4.50. Master's Degree (MA). A master's degree related to public education earned at an accredited IHE approved to offer graduate coursework, which has been issued to, or the requirements have been met for a master's degree related to public education, by a candidate who qualifies for, or holds, a Professional Certificate or its equivalent.

4.51. Master's Degree plus 15 (MA+15). A master's degree related to public education earned through 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.

4.52. Master's Degree plus 30 (MA+30). A master's degree related to public education earned through 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.

4.53. Master's Degree plus 45 (MA+45). A master's degree related to public education earned through 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.

4.54. Mentor. An experienced classroom teacher assigned to assist and support a beginning educator through an internship/induction period encompassed in the comprehensive system of support for beginning educators pursuant to W. Va. Code §18A-3C-3.

4.55. Non-Public School. A private school, parochial school, church school, school operated by a religious order, learning pod, microschool, or other school that is not supported with public funds.

4.56. 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.

4.57. Paraprofessional. Personnel certified pursuant to W. Va. Code §18A-3-2a 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.

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

4.59. 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 WVBE policy.

4.60. 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 required for employment in West Virginia public schools.

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

4.62. Quarter Hour Conversion. The equivalent to two-thirds of one semester hour.

4.63. Related to Public Education. For purposes of licensure renewal and advanced salary classification, means: 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 requirements; content and/or professional education coursework required for an additional endorsement; professional learning and/or 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.

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

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

4.66. School Year. July 1 through June 30.

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

4.68. Short-Term Substitute. A licensed educator who temporarily replaces a person assigned to an education position for 30 consecutive instructional days or less.

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

4.69. Shortage Area. An endorsement area identified by the county superintendent as an area the county does not have fully certified candidates for a position.

4.70. Specialization. The specific teaching, administrative, or student support services assignment a certificate or permit holder is authorized to perform within West Virginia public schools as set forth in Appendix A.

4.71. State Board. The West Virginia Board of Education (WVBE) invested with the general supervision of free schools in the State pursuant to W. Va. Const. Article XII §2.

4.72. State Superintendent. The person appointed by the WVBE pursuant to W. Va. Code §18-3-1 responsible for the general supervision of free schools and the administration of the WVDE.

4.73. Suspension. A temporary termination of all rights and privileges of licensure or certification for a specified time period, or until certain conditions are met, as imposed by a consent agreement or a written decision after a hearing.

4.74. Teacher. Shall mean the same as defined in W. Va. Code §18-1-1.

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

4.76. Valid Administrative/Management Experience. Any type of work experience related to public education in which the individual was managing and/or supervising the affairs of an organization including, but not limited to, an 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 the individual was sufficiently involved with public school programs and curriculum.

4.77. **Validity Period.** The time period a certificate is valid as reflected by the effective and expiration dates on a certificate.

4.78. **Valid Out-of-State Certificate.** A certificate to work as a public school teacher, administrator, or Student Support Personnel issued by a recognized licensing authority outside of the State that is unencumbered, not expired, or been surrendered, revoked, or currently suspended.

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

4.80. **West Virginia CTE Endorsement and Testing Manual.** A listing of all WVBE-required licensure exams and industry credentials required for educator certification and completion of WVBE-approved CTE programs leading to West Virginia licensure and available on the WVDE website.

4.81. **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; any other duties related to licensure assigned by the WVBE.

4.82. **West Virginia Department of Education (WVDE).** The state education agency overseen by the State Superintendent of Schools and established pursuant to W. Va. Code §18-3-9.

4.83. **West Virginia Higher Education Policy Commission (WVHEPC).** The statewide higher education policy commission established pursuant to W. Va. Code §18B-1B-1.

4.84. **West Virginia Licensure Testing Directory (directory).** A listing of all WVBE-required licensure exams and validity periods for educator certification and completion of WVBE-approved programs leading to West Virginia licensure and available on the WVDE website.

4.85. **West Virginia Provisional Alternative Certificate.** A certificate assuring that the minimum criteria required for certification has been met with a one-year validity period and an option to renew the certification twice. This certificate may be issued to a candidate who meets full-time experience requirements, and/or academic standards from an out-of-state IHE; or currently 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 a candidate who meets prescribed full-time experience and/or academic and professional standards and has been assessed as competent to assume a role in public education within the specialization(s) and grade level(s) 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 that authorizes a person to teach while participating in a WVBE-approved alternative program for the education of teachers in accordance with 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 of employment under this certificate.

5.3. **Career and Technical Education (CTE) Certificate.** The CTE Certificate may be issued to a candidate who has acquired prescribed CTE and/or technical skills through specific wage-earning experience and/or WVBE-approved equivalent training recognized in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website, within the specialization(s) and grade level(s) designated on 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 a candidate who has been offered employment and holds a valid out-of-state CTE certificate but does not hold the required industry-recognized credential, five years of teaching experience within the specialization and/or met the testing requirements required for issuance of the CTE Certificate. 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 an Initial CTE Certificate as specified in section 10.4, except for obtaining the specified credential identified in the West Virginia CTE Endorsement and Testing Manual.

5.5. **Temporary Teaching Certificate.** The Temporary Teaching Certificate may be issued to a candidate who does not meet the requirements for a Professional Teaching Certificate but has obtained employment in a West Virginia public school that meets the issuance criteria.

5.6. **Permit.** The Permit may be issued to a candidate who does not meet the requirements for the Professional or CTE Certificate but has been determined by a 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 of this policy unless the 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 to instruct career technical education to adults in designated adult programs only for endorsements identified in the West Virginia CTE Endorsement and Testing Manual available on the WVDE website, including the endorsements for Adult Education's Public Service Training including, but not limited to, Emergency Medical Services (EMS), or Fire Service Training.

5.8. **Authorization.** The Authorization may be issued to a candidate who does not meet the criteria for any of the credentials in accordance with section 5.1 through section 5.7 or is assigned to a position for which a specialization related to public school instruction or a public school program does not exist on the Professional or CTE Certificate. A Temporary or Permanent Authorization that requires a Professional Certificate as a prerequisite shall be valid provided the Professional Certificate remains valid in accordance with section 11.11.

5.9. Paraprofessional Certificate. The Paraprofessional Certificate may be issued to a candidate who meets the required academic or equivalent standards and/or experience to work in a support capacity to assist in the facilitation of instruction and supervision of students 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 is not required to hold a Paraprofessional Certificate.

5.10. Provisional Alternative Certificate. The Provisional Alternative Certificate is a professional certificate that may be issued to a candidate who meets the experience requirements and/or academic and professional standards in accordance with section 15. This certificate, issued for one year, may be renewed twice but is not eligible for additional endorsements based on passing content proficiency exams pursuant to 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. 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 West Virginia Public Schools.

6.2. State Superintendent of Schools (State Superintendent). In accordance with WVBE policies for the education of professional educators, the State Superintendent may issue certifications established pursuant to W. Va. Code §18A-3-1i, §18A-3-1j and §18A-3-2 and valid in this State.

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, as set forth in W. Va. Code §18A-3-2.

6.2.b. Revocation and Suspension of Certificates. The State Superintendent may, after providing a 10-day to notice to the license holder and receiving 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 including, but not limited to, intemperance; untruthfulness; cruelty; immorality; felony conviction or a guilty plea or no contest plea to a felony charge; the conviction, guilty plea or no contest plea to any charge involving sexual misconduct with a minor or a student; or using fraudulent, unapproved, or insufficient credit to obtain a certificate(s). For purposes of section 6, teacher includes any individual holding a certificate issued pursuant to W. Va. Code §18A-3-2a and this policy.

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 certificate(s) to

constitute grounds for the revocation of the certificate(s) of a teacher or certificate holder, there must be a rational nexus between the conduct of the teacher or certificate holder and the performance of the teacher's or certificate holder's job.

6.2.b.2. Any county superintendent, public school principal, or public charter school administrator aware of any acts on the part of any teacher or certificate holder for which a certificate may be revoked or other actions may be taken pursuant to W. Va. Code §18A-3-6 is required to report the information including all facts and evidence they possess to the State Superintendent for any action the State Superintendent deems appropriate.

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 is authorized to automatically suspend the certificate(s) 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 a comparable statute in any other state;

6.2.b.3.B. The teacher or certificate holder is charged with, or indicted for, 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 with, or indicted for, any criminal offense that includes a delivery or distribution of a controlled substance element;

6.2.b.3.D. The teacher or certificate holder is charged with, or indicted for, any offense under W.Va. Code §61-2-11, any law of the United States, or any other state for an offense with the same elements as the offenses established in W. Va. Code §61-2-1; or

6.2.b.3.E. A petition has been filed pursuant to the 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 a suspension of a certificate(s) pursuant to section 6.2.b.3 is dismissed by the court, the teacher or certificate holder is acquitted of the charge(s), or if a petition filed pursuant to W. Va. Code §49-4-601 resulting in the suspension pursuant to section 6.2.b.3 is dismissed by the court, 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(s) 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 to, or is convicted of an offense under W. Va. Code §61-8D-3 or §61-8D-5 or a 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 or 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 that includes a delivery or distribution of a controlled substance element;

6.2.b.5.D. The teacher or certificate holder pleads guilty to, or is convicted of, an offense under W.Va. Code §61-2-1, or any law of the United States, or any other state for an offense with the same elements as the offenses established 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 §49-4-501.

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 the adjudication of abuse of a child pursuant to W. Va. Code §49-4-601 that resulted in an automatic revocation of a certificate(s) 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 or certificate holder shall always maintain a professional relationship with all students, including both in the classroom and out of the classroom. Following a hearing held pursuant to 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; has 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 unlawful or inappropriate conduct which 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 minimum of five years.

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

6.2.b.8. The State Superintendent is authorized to issue subpoenas and subpoenas duces tecum to obtain testimony and/or documents to aid in investigating allegations against any person subject to licensure by the State Superintendent.

6.2.b.9. The State Superintendent may designate the WVCPTS or its members to conduct hearings regarding permanent revocations, suspensions, or certificate denials and make recommendations for action by the State Superintendent pursuant to W. Va. Code §18A-3-6.

6.2.b.10. The State Superintendent has the authority to limit certificates, issue letters of admonishment, or enter into consent agreements requiring specific training as a condition for a teacher or certificate holder to maintain a certificate(s).

6.2.c. Recall of Certificates. If a certificate has been issued through an error, oversight, or on misinformation, the State Superintendent may recall the certificate(s) and make any corrections necessary to ensure compliance with all the requirements of relevant law and/or WVBE policies.

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(s) issued by the State Superintendent. Individuals whose certificate(s) 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 reinstated by the State Superintendent pursuant to W. Va. Code §18A-3-6(f).

6.2.d.1. All disciplinary actions taken against a teacher or certificate holder 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 when all conditions for reinstatement imposed by the State Superintendent have been satisfied. If, during the period of suspension, the requirements for the teacher's certification(s) have changed, the teacher or certificate holder must also satisfy those requirements prior to 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 including, but not limited to, the teacher's or certificate holder's current ability to demonstrate integrity, moral character, and competence vital 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 license without holding a hearing.

6.2.e.2. If the WVDE determines that a question exists relating to a teacher's or certificate holder's fulfillment of all requirements or the record of rehabilitation including, but not limited to, the teacher's or certificate holder's current ability to demonstrate integrity, moral character, and competence vital to resume teaching, the WVDE is not required to hold a hearing, but is required to 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 is required to make a recommendation to the State Superintendent, after a hearing, regarding whether the teacher's or certificate holder's license should be reinstated. If reinstatement is recommended, the Professional Practice Panel or a designated hearing officer may also recommend conditions or restrictions be placed on the reinstated certificate.

6.2.f. A teacher or certificate holder whose certificate has been permanently revoked may not apply for reinstatement or 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 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 license were modified, the teacher or certificate holder must also satisfy those requirements before reinstatement.

6.2.g.1. The application for reinstatement shall be considered an application for initial certificates pursuant to W. Va. Code §18A-3-10; therefore, the candidate is subject to an additional 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 including, but not limited to, the teacher's or certificate holder's current ability to demonstrate integrity, moral character, and competence vital to resume teaching. At the conclusion of its investigation, the WVDE is required to submit a written report to the Professional Practice Panel of the WVCPTS or designated hearing officer, which shall make a recommendation to the State Superintendent, after a hearing, regarding whether the teacher's or certificate holder's certificate should be reinstated and if reinstatement is recommended, the Professional Practice Panel or designated hearing officer may also recommend conditions or restrictions be placed on 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. A candidate whose application for licensure, or licensure renewal, has been recommended for denial for cause or permanent 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 a candidate 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 are applicable 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. Licensure Requirements Familiarity. All educators are responsible for being familiar with the West Virginia licensure and salary classification requirements and applying for any licensure/salary classification the educator is entitled to hold and/or receive. An educator's Failure to apply for a certificate or an additional endorsement within 12 months from the completion of an approved program may result in the educator being required to meet additional requirements before they are issued a license in accordance with section 10.1.e. It is educator's responsibility to ensure that they hold a certificate valid for their assignment and that the correct endorsement and/or programmatic level are reflected on the certificate;

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 required for the educator's current, or anticipated, assignment and long-range professional learning plan; and,

7.1.c. Complete Renewal Credit/Coursework. The educator is to make every effort 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 required to advise employed educators not only on current licensure requirements, but also the educator's professional responsibility for maintaining their certificate(s), additional endorsements, and/or advanced salary classifications, including the proper process for maintaining licensure and endorsement(s). County superintendents or professional designees are required to notify employees at least one year in advance of the date the employee's certificate(s) must be renewed;

7.2.b. Recommend for Licensure. The county superintendent shall make a recommendation on the issuance and renewal of all certificates for educators employed by the county board of education pursuant to W. Va. Code §18A-3-2a;

7.2.c. Report Immorality and Neglect of Duty. The county superintendent is required to report information regarding any acts referenced in W. Va. Code §18A-3-6 for which a certificate may be revoked including all facts and evidence they possess to the State Superintendent for action by the State Superintendent as deemed appropriate;

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 in accordance with W. Va. Code §18A-4-7a. Additionally, the county superintendent shall ensure that all educators in their school district hold the appropriate license for the educator's assignment within the first three months of employment in that position. 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 occurs first, pursuant to W. Va. Code §18A-3-2; and,

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, in writing, that their application for licensure and/or salary classification has been approved or denied;

7.3.b. Provide technical assistance to individuals, county boards of education, and other agencies in understanding and navigating the licensure process. The WVDE shall also serve as the repository for all licensure records, documents, and related materials. Applications, official academic transcripts, fees, and other documents submitted for the issuance or maintenance of a certificate become the property of the WVDE upon submission;

7.3.c. Waive Requirements as appropriate. The State Superintendent shall have the authority to waive licensure requirements in situation(s) where, after thorough investigation, it is determined that the candidate's knowledge, preparation, and/or experience are adequate to justify a 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 is required to provide, in writing, the reason(s) for granting or denying the waiver. A copy of the State Superintendent's decision shall be maintained in the candidate's records. If the WVDE 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 the procedures in accordance with Policy 1340;

7.3.d. Set Waiver Period. Any waiver granted by the State Superintendent shall be for a period of one year unless the State Superintendent determines that an extended time period is justified. Provided, if the State Superintendent extends the time period, the reasons justifying the extension shall be in writing and a copy maintained in the candidate's record. During the one-year time period, the candidate is required to complete all requirements that were waived. Prior to the conclusion of the one-year waiver period, the candidate must apply for licensure and meet all requirements for the licensure to be issued for the remaining period of the certificate; and,

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

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

8.1. 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 of West Virginia public schools may be issued 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 assigned duties; and, has attained the age of 18 on or before October 1 of the year in which the certificate is issued unless otherwise noted pursuant to W. Va. Code §18A-3-2a.

9.2. Criminal History Record and Federal Bureau of Investigation (FBI) Fingerprint Background Check Requirement for Initial Licensure. All candidates who apply to the WVDE for initial licensure, or those who were issued a credential prior to January 1, 2001, and their license has expired, 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 be the basis for the denial of a certificate for cause pursuant to W. Va. Code §18A-3-2a and/or W. Va. Code §18A-3-10.

9.3. State Analysis for Employment within 90 Days. Within 90 days of the state fingerprint analysis, and after receiving written consent from the candidate, the WVDE may provide a copy of the results of a state analysis to the county board(s) of education where the candidate is applying for employment without additional cost to the candidate.

9.4. Disclosure Provisions. Information and/or documents maintained by the WVDE, or a county board of education obtained pursuant to W. Va. Code §18A-3-10 is exempt from disclosure under the

Freedom of Information Act established in W. Va. Code §29B-1-4. The disclosure or publication of information in a statistical or other format that does not include personally identifiable information is permissible.

9.5. **Beginning Educator Internship/Induction.** An educator who receives an initial Professional Teaching Certificate after January 1, 1992, must successfully complete a Beginning Educator Internship/Induction. Provided, an educator who has successfully completed five years of out-of-state full-time teaching experience is exempt from completing the Beginning Educator Internship/Induction required by W. Va. Code §18A-3C-3. A candidate with five years of in-state full-time teaching experience at an eligible school, as defined in this policy, where a mentor was not provided during the first year of full-time employment with supporting documentation from the county employer shall be exempt.

9.6. **Licensure and Related Fees.** A non-refundable processing fee, established by the WVBE, shall be assessed for all applications. In addition to the processing fee, candidates who apply for an initial certificate are responsible for the current fee(s) assessed by the FBI for conducting a fingerprint background check and a West Virginia Criminal Bureau of Investigation fingerprint background check as required by W. Va. Code §18A-3-10. The WVDE shall also assess a fee for copies of records.

9.7. **Dating of Certificates.** All certificates shall be issued and dated in accordance with all relevant laws and 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 the notification date of the candidate's ineligibility, whichever occurs first. This three-month period shall begin on the hiring date for that position. The candidate's background check requirements shall be completed and the candidate's application and assessed fees for licensure must be received by the WVDE within 10 calendar days of the hiring date. The certificate effective date shall be the same date it was received by the WVDE or the applicant's hire/assignment date, not to exceed ten-calendar days, provided that all licensure requirements have been met on that date. Future employment and/or assignment dates are permissible. All certificates expire on June 30 of the last year of their validity irrespective of the date of issuance pursuant to W. Va. Code §18A-3-2. A candidate whose eligible credential is effective after December 1, may be issued a credential exceeding the validity period within the validity section of the certificate.

9.8. **Expiration Date of Certificates.** All certificates shall be issued and set to expire in accordance with this policy and pursuant to W. Va. Code §18A-3-2a.

9.9. **Specializations and Grade Levels.** All certificates are required to include specialization(s) and grade level(s) in accordance with this policy, Policy 5100, and the provisions W. Va. Code §18A-3-2a. Information relating to specific designations for programmatic levels and specializations are established in Appendix A of this policy.

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 is required to submit an application to the WVDE. After verifying that the candidate has completed the required coursework and/or earned the appropriate degree, 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 WVDE's receipt of the application for any valid and eligible certificate.

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

9.10.c. MA. Only an MA earned through an accredited IHE approved to offer an MA and in a curriculum related to public education may be recognized for licensure and salary classification purposes.

9.10.d. Doctorate. Only a doctoral degree earned through an accredited IHE approved to offer a doctorate and in a curriculum related to public education may be recognized for licensure and salary classification purposes pursuant to W. Va. Code §18A-4-1.

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

9.10.f. Recognition of IHE Credit for Renewal and Salary Classification Purposes. Only unduplicated coursework related to public education as defined in section 4.63, completed through an accredited IHE, or through the WVDE WVLeads program 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.

9.11. Grade Point Average (GPA).

9.11.a. For Issuance of an Original Certificate. A candidate for licensure is required to have 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 specified in the directory or the West Virginia CTE Endorsement and Testing Manual;

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 school nurses licensed by the West Virginia Registered Nurse Board or the West Virginia State Board of Examiners for Licensed Practical Nurses. CTE Teachers transitioning from business and industry to career technical education who meet the wage-earning experience requirements but may/may not possess a bachelor's degree may be exempt from GPA requirements.

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 the certificate, which includes the state the certificate was issued in, are exempt from the GPA requirement.

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

9.11.b. For Issuance of Additional Endorsements. Additional endorsements may be issued to a candidate who holds a West Virginia Professional Certificate, meets the 2.50 GPA requirement in the area(s) the endorsement is requested, unless otherwise specified. All required and elective courses completed for endorsement(s) shall be included in meeting GPA requirements, regardless of the completion date.

9.11.c. For Renewal of a Certificate. College/university credit completed for the renewal of a certificate is required to have a 3.00 GPA or meet the approved equivalent.

9.12. State Testing Requirements. All candidates for professional licensure or CTE certificate are required to meet state testing requirements pursuant to W. Va. Code §18A-3-2a and set forth in section 10.1.e and the directory and the CTE Endorsement and Testing Manual, including the exemptions pursuant to W. Va. Code §18A-3-2a(1)(B) and in section 10.1.e.

9.12.a. When tests, scores, or industry credentials listed in the manual are modified, 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 modified 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 testing and passing score requirements.

9.12.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 modified.

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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 the candidate possesses an expired out-of-state certificate issued without restrictions equivalent to a West Virginia Professional Teaching Certificate at the time the application is submitted and meets the general requirements of section 9 including the criminal history record requirements, 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, receive

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 be recommended for renewal by the employing county superintendent.

10.1.a.4. Conversion of Temporary Renewable Teaching Certificate to an Initial Professional Teaching Certificate. To convert a Temporary Renewable Teaching Certificate to an initial Professional Teaching Certificate, the applicant must have three years of full-time teaching experience under the Temporary Renewable Teaching Certificate in one or more area(s) of endorsement on the certificate; be employed in a West Virginia public school; receive 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, be recommended for an initial Professional Teaching Certificate by 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 issued only once to a candidate who has completed an approved preparation program and attempted the content Praxis at least twice without meeting the required cut score.

10.1.b.2. Conditions for Issuance. The applicant for the Temporary Teaching Certificate for Program Completers are required to submit documentation that they meet the following: holds a minimum of a BA including completion of an approved preparation program with an incorporated clinical experience, residency, or equivalent with the exception of passing scores for the Praxis content and professional education assessments; received a minimum of a B average in the content area in which the applicant will be applying for licensure; received a minimum 3.0 cumulative GPA; and is recommended for a Temporary Teaching Certificate for Program Completers by the county superintendent based on the applicant being the most qualified candidate for the position. Candidates who completed the program prior to January 1, 2020, are required to 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; receive successful evaluations for each year taught under the Temporary Certificate in the West Virginia Educator Evaluation System with an earned performance rating of Emerging or above; and, be recommended for renewal by 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 be issued an Initial Professional Teaching Certificate, a candidate is required to complete three years of full-time teaching experience under the Temporary Teaching Certificate for Program Completers; receive successful evaluations for each year taught under the Temporary Certificate for Program Completers certification in the West Virginia Educator Evaluation System with an earned performance rating of Emerging or above; completed six semester hours of coursework or an MA+30, or be at least 60 years old, meet the required cut scores on all WVBE-required testing in accordance with section 10.1.c; or, meet a qualifying exemption in accordance with section

10.1.e or the WVBE-required score on the edTPA teacher performance assessment set forth 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 their certificate to a three-year Professional Teaching Certificate at any time after meeting 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 candidate 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 are required to meet the requirements in section 16. The Professional Teaching Certificate shall be endorsed to indicate the specialization(s) and grade levels, identified in Appendix A, that the certificate holder is authorized to be assigned to teach in the public schools.

10.1.c.2. Conditions for Issuance. The candidate for the Professional Teaching Certificate is required to submit documentation that they have met the criteria in accordance with section 9 and be recommended for a Professional Teaching Certificate by the employing county superintendent; and

10.1.c.2.A. WVBE-Adopted Tests. Unless the candidate is exempt, the educator is required to meet the minimum proficiency level(s) or any alternative specified in the directory or the West Virginia CTE Endorsement and Testing Manual approved by the WVBE for:

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

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

10.1.c.2.A.3. The Professional Education Test that includes most of the grade levels the applicant is seeking licensure for; the approved nationally normed teacher performance assessment (TPA); a WVBE-approved TPA authorized in Policy 5100 and 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 expires on June 30 of the last year of its validity and may be renewed.

10.1.c.3.A. The Professional Teaching Certificate shall not be transferable unless the requirements in accordance with section 10.1.c.4 are met. Any experience acquired on the initial non-transferable Professional Teaching Certificate may not be included 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 in accordance with Policy 5100 may convert the certificate to a transferable Professional Teaching Certificate upon application or complete five years of full-time teaching experience with a minimum of one year in a West Virginia public school or accredited non-public school pursuant to Policy 2330, receive successful evaluations for each year taught under the Provisional Alternative

Professional Certificate in the West Virginia Educator Evaluation System, and an earned performance rating of Emerging or above. The validity period of the converted teaching certificate shall expire on the same year as the non-transferrable certificate.

10.1.d. Provisional Alternative Certificate.

10.1.d.1. General Criteria. A Provisional Alternative Certificate may be issued to a candidate who has completed and met all the requirements for a West Virginia County Alternative Certification Program for the Education of Teachers pursuant to Policy 5901; has received an offer of employment from a county board of education and held an Alternative Teaching Certificate for a minimum of one school year. Provisional Alternative Certificates are required to reflect the specialization(s) and grade level(s), identified in Appendix A, the certificate holder is authorized to be assigned in the public schools. Reflected endorsements on a certificate are limited to eligible endorsements earned through a WVBE-approved alternative program. The Provisional Alternative Certificate is prohibited from being transferred.

10.1.d.2. Conditions for Issuance. The candidate for the Provisional Alternative Certificate is required to submit documentation that they meet the criteria in accordance with section 9; the WVBE testing requirements in accordance with section 10.1.e; and, be recommended for a Provisional Alternative Certificate by the employing county superintendent.

10.1.d.3. Validity Period. The Provisional Alternative Certificate shall be valid for one school year, expires 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. An application for renewal is required to be submitted after January 1 of the year the certificate expires. The candidate for licensure is required to submit documentation of current employment in a West Virginia public school, received satisfactory evaluations pursuant to W. Va. Code §18A-2-12; and, be recommended for renewal by the superintendent of the county where the candidate is employed. Applications received after January 1 will have a valid effective date through the following school year with an expiration date of June 30.

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 are required to submit documentation that they meet 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 an exemption in accordance with section 9.5;

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 related to public education as defined in section 9.10.g completed subsequent to the issuance of the initial Provisional Alternative Professional Certificate to be converted within the last five years, or hold an MA+30, or is a minimum of 60 years old; 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 in one or more area(s) of endorsement on the certificate in West Virginia; and

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

10.1.d.5.E. After January 1 of the year the certificate expires, the candidate may be eligible for a Five-Year Professional Teaching Certificate if they have met the WVBE-approved Teacher Performance Assessment pursuant to Policy 5100.

10.1.e. Initial Professional Teaching Certificate.

10.1.e.1. General Criteria. An initial Professional Teaching Certificate may be issued to a candidate 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 has completed the requirements in accordance with 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(s) licensure is being sought in the state where the certificate was issued. An Initial Professional Teaching Certificate may be issued in the teaching specializations set forth in Appendix A. The Initial Professional Teaching Certificate shall be endorsed to indicate the specialization(s) and grade levels in which the certificate holder can be assigned to in the public schools.

10.1.e.2. Conditions for Issuance. The candidate for an initial Professional Teaching Certificate is required to submit documentation that they meet the criteria in accordance with section 10.1.c or meet the guidelines for out-of-state candidates in section 16; or meet the requirements 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 the specializations set forth in Appendix A; and;

10.1.e.2.A. WVBE-Adopted Tests. Unless exempt in accordance with the directory or the West Virginia CTE Endorsement and Testing Manual approved by the WVBE, an educator must satisfy the minimum proficiency levels or any identified alternative as indicated in the directory or the West Virginia CTE Endorsement and Testing Manual as approved by the WVBE for the required Pre-Professional Skills Tests in reading, writing, and mathematics; and Content Specialization Test(s) for each specialization licensure is requested, if a test is required. All West Virginia Educator Preparation Programs (EPP) or WVBE-approved program completers is required to have completed a WVBE-approved Teacher Performance Assessment pursuant to Policy 5100 or meet the teacher performance assessment requirements set forth in the Directory or the West Virginia CTE Endorsement and Testing Manual.

10.1.e.2.A.1. Exemptions. A list of exemptions is included in the directory or in the West Virginia CTE Endorsement and Testing Manual.

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 the candidate passed the examination if the tests were the

same required in WVBE policy, or out-of-state policy if applicable, effective at the time the tests were taken. In circumstances where the WVBE has not modified either the required test or the passing score, the test and score is valid beyond the ten-year period for initial licensure only. A candidate whose test scores exceed the ten-year validity period at the time the application for licensure was submitted, or if the test or test scores were modified after the candidate last tested, is required to satisfy current tests and passing score requirements.

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 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 completing an approved program for licensure is required to satisfy any current and additional test requirement(s) and program components in effect at the time the application for licensure is submitted and to comply with the conditions established for the validity period.

10.1.e.3. Validity Period. The initial Professional Teaching Certificate shall be valid for three school years and expires 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 for a new specialization on their Professional Teaching Certificate are required to satisfy all required content test requirements, if applicable. Candidates who hold a valid professional certificate are exempt from pre-professional and professional tests.

10.1.e.5. Renewal of a Professional Teaching Certificate issued for one year

10.1.e.5.A. Three semester hours of coursework from an accredited IHE with a minimum 3.00 GPA in each course related to the public education or WVDE WVLeads courses completed subsequent to the issuance of the certificate being renewed and within the five-year period immediately preceding the date of application; and

10.1.e.5.B. Recommendation. If the candidate is currently employed by a county board of education, multi-county CTE center, or WVSDT, the candidate must be recommended for renewal by the employing county superintendent. If the educator is not employed by a county board of education, then the educator is required to secure a recommendation from a personal or professional reference that is not related to, nor residing in the same household as, the candidate.

10.1.e.6. Renewal of a Professional Teaching Certificate issued for three years.

10.1.e.6.A. General Criteria. The application for renewal is required to be submitted after January 1 of the year the certificate expires. The candidate for licensure is required to submit documentation that they meet the following criteria:

10.1.e.6.A.1. Six semester hours of coursework from an accredited IHE with a minimum 3.00 GPA in each course related to public education or WVDE WVLeads courses completed subsequent to the issuance of the certificate being renewed and within the five-year period immediately preceding the date of application; or a Master's +30 salary classification, or be a minimum of 60 years old; and;

10.1.e.6.B. Recommendation. If the candidate is currently employed by a county board of education, multi-county CTE center, or WVSDT, the candidate must be recommended for renewal by the employing county superintendent. If the educator is not employed by a county board of education, then the educator must secure a recommendation from a personal or professional reference that is not related to, nor residing in the same household as, the candidate.

10.1.f. Conversion of a Three-Year Professional Teaching Certificate to a Professional Five-Year Teaching Certificate.

10.1.f.1. Conditions for Issuance. The candidate for licensure is required to submit documentation that they meet the following criteria:

10.1.f.1.A. Coursework. Six semester hours of coursework from an accredited IHE with a minimum 3.00 GPA in each course related to public education or WVDE WVLeads courses completed subsequent to the issuance of the certificate being renewed and within the five-year period immediately preceding the date of application; or a Master's +30 salary classification, or minimum of 60 years old;

10.1.f.1.B. Beginning Educator Internship/Induction. Successful completion of a Beginning Educator Internship/Induction pursuant to 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 in accordance with Policy 2330, or was initially licensed in West Virginia prior to January 1, 1992, or is a candidate with five years of in-state full-time experience where a county did not provide a mentor to the candidate during the first year of full-time experience with documentation from that county explaining why a mentor was not assigned to the candidate; and,

10.1.f.1.C. Teaching Experience. Two years of full-time teaching experience, one of which was completed in a West Virginia public school or in a non-public school that has been accredited through a WVBE-approved accreditation agency in accordance with Policy 2330, within one, or a combination of, the endorsement(s) on the initial Professional Teaching Certificate; and

10.1.f.2. Validity Period. The Professional Teaching Certificate valid for five years expires 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. General Criteria. The renewal application is required to be submitted after January 1 of the year the five-year certificate expires. The candidate for licensure is required to submit documentation that they meet the following criteria:

10.1.f.3.B. Coursework. To renew a certificate valid for an additional five years:

10.1.f.3.B.1. Six semester hours of coursework from an accredited IHE with a minimum 3.00 GPA in each course related to public education or WVDE WVLeads courses completed subsequent to the issuance of the certificate being renewed and within the five-year period immediately

preceding the date of application; or a MA+30 salary classification based on the awarding of a MA; or has reached the minimum of 60 years old; and,

10.1.f.3.C. Recommendation. If the candidate is currently employed by a county board of education, multi-county CTE center, or WVSDT, the candidate is required to be recommended for renewal by the employing county superintendent. If the educator is not employed by a county board of education, then the educator must secure a recommendation from a personal or professional reference that is not related to, nor living in the same household as, the candidate.

10.1.g. Permanent Professional Teaching Certificate.

10.1.g.1. Conditions for Issuance. The candidate for licensure is required to submit documentation that they meet the following criteria:

10.1.g.1.A. Holds or will be eligible to hold a Professional Teaching Certificate valid for either three years or five years after January 1 of the year the three-year certificate expires; and holds a Master's Degree related to public education in accordance with section 9.10.g; and complete five years of educational full-time teaching experience, including two years in the specialization(s) and one year minimum full-time in a West Virginia public school or in an accredited private school in accordance with Policy 2330, completed the Beginning Educator Internship and six semester hours of coursework from an accredited IHE with a minimum 3.00 GPA in each course related to public education or WVDE WVLeads courses completed subsequent to the issuance of the certificate being renewed and within the five-year period immediately preceding the date of application; or a Master's +30 salary classification, or is a minimum of 60 years old; or

10.1.g.1.B. Holds a Professional Teaching Certificate valid for five years each that has been issued twice after January 1 of the year the five-year certificate expires; and holds a Bachelor's Degree related to public education pursuant to section 9.10.g; and complete five years of educational full-time teaching experience including two years in the specialization(s) and one year minimum full-time in a West Virginia public school or in an accredited private school in accordance with Policy 2330, completed the Beginning Educator Internship and six semester hours of coursework from an accredited IHE with a minimum 3.00 GPA in each course related to public education or WVDE WVLeads courses completed subsequent to the issuance of the certificate being renewed and within the five-year period immediately preceding the date of application; or is a minimum of 60 years old; or

10.1.g.1.C. Holds a Five-Year Professional Teaching Certificate, a Master's Degree, and completed five years of educational full-time teaching experience including two years in the specialization(s) and one year minimum full-time in a West Virginia public school or in an accredited private school in accordance with Policy 2330; and, completed the Beginning Educator Internship may apply for a Permanent Professional Teaching Certificate after meeting experience requirements; or

10.1.g.1.C.1. Candidates who are certified through NBPTS may apply for a permanent certification any time after the NBPTS designation is reflected on the professional teaching certificate; or

10.1.g.1.D. 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 a public school in the endorsement area(s) included on the valid certificate which is required to be verified by the appropriate licensing agency or system set forth in section 16.2; and

10.1.g.1.E. Recommendation. If the candidate is currently employed by a county board of education, multi-county CTE center, or WVSDT, the candidate must be recommended for a Permanent Professional Teaching Certificate by the employing county superintendent. If the educator is not employed by a county board of education, then the educator must secure a recommendation from a personal or professional reference that is not related to, nor residing in, the same household as the candidate.

10.1.g.2. Validity Period. The Permanent Professional Teaching Certificate shall remain valid unless it is 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 candidate who meets the following criteria: holds the minimum degree specified in Appendix A through an accredited IHE or an equivalent degree through an IHE in a foreign country or a valid out-of-state certificate; the general requirements in accordance with section 9; the minimum GPA required in section 9.11; and has completed three years of valid administrative/management level experience or teaching experience as defined in section 4 . 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 the certificate holder is authorized to be assigned to in the public schools. Experience acquired under the Provisional Administrative Certificate may be used to satisfy conversion requirements.

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 is authorized to perform observations with the online Initial ELI but is not eligible to conduct evaluations until the educator is issued an Initial Professional Administrative Certificate.

10.2.a.2. Validity Period. The Provisional Administrative Certificate is valid for five school years and expires on June 30 of the last year of its validity.

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

10.2.a.3.A. Renewal of a Provisional Administrative Certificate valid for one year.

10.2.a.3.A.1. Three semester hours of coursework from an accredited IHE with a minimum 3.00 GPA in each course related to public education or WVDE WVLeads courses completed subsequent to the issuance of the certificate being renewed and within the five-year period immediately preceding the date of application; and

10.2.a.3.A.2. Recommendation. If the candidate is currently employed by a county board of education, multi-county CTE center, or WVSDT, the candidate must be recommended for renewal by the employing county superintendent. If the educator is not employed by a county board of education, then the educator must secure a recommendation from a personal or professional reference that is not related to, nor residing in the same household as, the candidate.

10.2.a.3.B. Renewal of a Provisional Administrative Certificate valid for five years.

10.2.a.3.B.1. Six semester hours of coursework from an accredited IHE with a minimum 3.00 GPA in each course related to public education or WVDE WVLearns courses completed subsequent to the issuance of the certificate being renewed and within the five-year period immediately preceding the date of application; or an MA+30 for salary classification based on the awarding of a MA; or has reached the minimum of 60 years old; and

10.2.a.3.B.2. Recommendation. If the candidate is currently employed by a county board of education, multi-county CTE center, or WVSDT, the candidate must be recommended for renewal by the employing county superintendent. If the educator is not employed by a county board of education, then the educator must secure a recommendation from a personal or professional reference that is not related to, nor residing in the same household as, the candidate.

10.2.b. Initial Professional Administrative Certificate.

10.2.b.1. General Criteria. An initial Professional Administrative Certificate may be issued to a candidate who meets the following criteria: holds the minimum degree specified in Appendix A through an accredited IHE; the general requirements specified in section 9; the minimum GPA in accordance with section 9.11; three years of valid administrative/management level or teaching experience in accordance with section 4; 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 for a West Virginia county board of education within 90 days of employment, and the conditions for issuance in accordance with section 10.2.b.2. An Initial Professional Administrative Certificate authorizes the certificate holder to be employed as a Superintendent, Principal, and/or General Instruction Supervisor in specialization(s) and grade level(s) endorsed on the certificate in public schools.

10.2.b.2. Conditions for Issuance. The candidate for licensure is required to submit documentation that they meet the following criteria:

10.2.b.2.A. State-Approved Program. Successful completion of an IHE's state-approved educational leadership program and be recommended by the designated official at the IHE where the candidate completed the program; or,

10.2.b.2.B. Out-of-State Licensure. For educators who hold a valid out-of-state Administrative Certificate, the candidate is required to only present official academic transcripts reflecting that they have earned the required master's degree from an accredited IHE and a copy of the educator's valid out-of-state Administrative Certificate to be issued a certificate, 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 experience or teaching experience as defined in section 4 and hold, or be eligible to hold, a West Virginia Professional Teaching Certificate and provide official academic transcripts verifying that the candidate has earned the required master's degree from an accredited IHE. The out-of-state Administrative Certificate is required to be for the same or equivalent specialization for which a West Virginia endorsement is available; 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 is required to satisfy the minimum proficiency level, as approved 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 specified in the directory.

10.2.b.3. Validity Period. The Initial Professional Administrative Certificate is valid for five school years and expires on June 30 of the last year of its validity.

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

10.2.b.4.A. Renewal of a Professional Administrative Certificate valid for one year

10.2.b.4.A.1. Three semester hours of coursework from an accredited IHE with a minimum 3.00 GPA in each course related to public education or WVDE WVLeads courses completed subsequent to the issuance of the certificate being renewed and within the five-year period immediately preceding the date of application; and,

10.2.b.4.A.2. Recommendation. If the candidate is currently employed by a county board of education, multi-county CTE center, or WVSDT, the candidate must be recommended for renewal by the employing county superintendent. If the educator is not employed by a county board of education, then the educator must secure a recommendation from a personal or professional reference that is not related to, nor residing in the same household as, the candidate.

10.2.b.4.B. Renewal of a Professional Administrative Certificate valid for five years.

10.2.b.4.B.1. Six semester hours of coursework from an accredited IHE with a minimum 3.00 GPA in each course related to public education or WVDE WVLeads courses completed subsequent to the issuance of the certificate being renewed and within the five-year period immediately preceding the date of application; or hold an MA+30 salary classification based on the awarding of a MA; or is a minimum of 60 years old; and,

10.2.b.4.B.2. Recommendation. If the candidate is currently employed by a county board of education, multi-county CTE center, or WVSDT, the candidate must be recommended for renewal by the employing county superintendent. If the educator is not employed by a county board of education, then the educator must secure a recommendation from a personal or professional reference that is not related to, nor residing in the same household as, the candidate.

10.2.c. Permanent Professional Administrative Certificate.

10.2.c.1. Conditions for Issuance. In order to convert the initial Professional Administrative Certificate to a Permanent Professional Administrative Certificate, the candidate for licensure is required to submit documentation that they meet 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 specialization(s) reflected on the Professional Administrative Certificate, and have completed one year in a West Virginia public school or in a non-public school that has been accredited through a WVBE-approved accreditation agency in accordance with Policy 2330; or,

10.2.c.1.A.1. Any candidate for superintendent, assistant superintendent, or associate superintendent who has earned a doctorate degree from an accredited IHE and has either

completed three successful years of teaching in public education or acquired the equivalent of three years of valid administrative/management experience or supervision as defined in section 4, after employment by the county board of education and completion of the face-to-face Evaluation Leadership Institute may be issued a permanent administrative certificate qualifying the candidate to be employed as a county superintendent; and,

10.2.c.1.A.2. Recommendation. If the candidate is currently employed by a county board of education, multi-county CTE center, or WVSDT, the candidate must be recommended for a Permanent Professional Administrative Certificate by the employing county superintendent. If the educator is not employed by a county board of education, then the educator must secure a recommendation from a personal or professional reference that is not related to, nor residing in the same household as, the candidate.

10.2.c.2. Validity Period. The Permanent Professional Administrative Certificate shall remain valid unless it is 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 candidate who has completed and met all requirements of a state-approved educator preparation program or has satisfied the requirements established in W. Va. Code §18A-3-2a. Out-of-state candidates are required to meet the requirements in section 16. The Professional Student Support Certificate shall include an endorsement indicating the specialization(s) and grade level(s), identified in Appendix A, the certificate holder is authorized to be assigned to in the public schools.

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

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: holds a BA or MA in nursing from an accredited IHE, a valid Registered Nurse (RN) license issued by the West Virginia Registered Nurse Board; or, holds a valid Multi-State Registered Nurse (RN) license from a compact state, and has 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 in accordance with section 11, is not required to have a

minimum of a BA for issuance of the original permit. The candidate is required to submit documentation of a valid RN license issued by the West Virginia Registered Nurse Board. The WVDE shall review the status of any disciplinary action prior to issuance of the certificate.

10.3.a.1.B.1.(b). A School Nurse who is employed on a Full-Time/First Class Permit in accordance with 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 may be 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 may be issued for SLP to a candidate who completes 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 is required to provide verification from the IHE where the SLP preparation program was completed (MA); verification of completion of a practicum/clinical experience in the pre-kindergarten (pre-k)-12 setting; a copy of the valid SLP certificate from the state agency that issued the SLP certificate; hold a valid West Virginia Board of Examiners for Speech-Pathology and Audiology license; hold a 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 specified in the directory, or meet 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 section 9 and W. Va. Code §18A-3-10 .

10.3.a.1.D.1.(a).(1). Required Exam. Candidates who hold a valid national certification by ASHA who took Praxis exam(s) required by ASHA at the time the national certification was obtained are exempt from meeting the required WVBE exam specified 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 the requirements in accordance with 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 are required to provide verification that they have completed a minimum of one year of experience working with pre-k-12 students in the State that issued the SLP license.

10.3.a.1.D.1.(b). Validity Period. The Provisional Student Support Certificate is valid for one school year and expires 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 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 are required to provide documentation that they

have acquired 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 may be issued for Attendance Director to a candidate who has completed an approved Social Services and Attendance program from an accredited IHE.

10.3.a.2. Validity Period. The Professional Student Support Certificate is valid for three school years and expires 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. Renewal of a Professional Student Support Certificate issued for one year.

10.3.a.3.A.1. Three semester hours of coursework from an accredited IHE with a minimum 3.00 GPA in each course related to public education or WVDE WVLeans courses completed subsequent to the issuance of the certificate being renewed and within the five-year period immediately preceding the date of application; and,

10.3.a.3.A.2 Recommendation. If the candidate is currently employed by a county board of education, multi-county CTE center, or WVSDT, the candidate must be recommended for renewal by the employing county superintendent. If the educator is not employed by a county board of education, then the educator must secure a recommendation from a personal or professional reference that is not related to, nor residing in the same household as, the candidate.

10.3.a.3.B. Renewal of a Professional Student Support Certificate issued for three years.

10.3.a.3.B.1. General Criteria. The application for renewal is required to be submitted after January 1 of the year the certificate expires. The candidate for licensure is required to submit documentation that they meet the following criteria:

10.3.a.3.B.1.(a). Six semester hours of coursework from an accredited IHE with a minimum 3.00 GPA in each course related to public education or WVDE WVLeans courses completed subsequent to the issuance of the certificate being renewed and within the five-year period immediately preceding the date of application; or a Master's +30 salary classification, or is a minimum of 60 years old; and

10.3.a.3.B.1.(b). Recommendation. If the candidate is currently employed by a county board of education, multi-county CTE center, or WVSDT, the candidate must be recommended for renewal by the employing county superintendent. If the educator is not employed by a county board of education, then the educator must secure a recommendation from a personal or professional reference that is not related to, nor residing in the same household as, the candidate.

10.3.a.3.C. Exceptions.

10.3.a.3.C.1. School Nurse candidates with an expired certificate and an offer of employment who worked in the nursing field for the previous academic year may be issued 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 is required to submit documentation that they meet the following criteria:

10.3.b.1.A. Coursework. Six semester hours of coursework from an accredited IHE with a minimum 3.00 GPA in each course related to public education or WVDE WVLeads courses completed subsequent to the issuance of the certificate being renewed and within the five-year period immediately preceding the application date; or a Master's +30 salary classification, or is minimum of 60 years old; and,

10.3.b.1.B. Experience. Two years of full-time experience, one year of which must have been completed in West Virginia in one, or a combination of, the endorsement(s) on the candidate's Professional Student Support Certificate.

10.3.b.2. Validity Period. The Professional Student Support Certificate is valid for five years and expires 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. Six semester hours of coursework from an accredited IHE with a minimum 3.00 GPA in each course related to public education or WVDE WVLeads courses completed subsequent to the issuance of the certificate being renewed and within the five-year period immediately preceding the date of application; or a Master's +30 salary classification, or is minimum of 60 years old; and

10.3.b.3.B. Recommendation. If the candidate is currently employed by a county board of education, multi-county CTE center, or WVSDT, the candidate must be recommended for renewal by the employing county superintendent. If the educator is not employed by a county board of education, then the educator must secure a recommendation from a personal or professional reference that is not related to, nor residing in the same household as, the candidate.

10.3.c. Permanent Professional Student Support Certificate.

10.3.c.1. Conditions for Issuance. A candidate for licensure is required to submit documentation that they meet the following criteria:

10.3.c.1.A. Holds, or will be eligible to hold a Professional Student Support Certificate valid for three years or five years after January 1 of the year in which the three-year certificate was issued expires; and holds a Master's Degree related to public education as defined in section 9.10.g; and completed five years of educational full-time teaching experience including two years in the specialization(s) and one year minimum full-time in a West Virginia public school or an accredited private school in accordance with Policy 2330, and six semester hours of coursework from an accredited IHE with a minimum 3.00 GPA in each course related to public education or WVDE WVLeads courses completed subsequent to the issuance of the certificate being renewed and within the five-year period immediately preceding the date of application; or a Master's +30 salary classification, or is minimum of 60 years old; or,

10.3.c.1.B. Holds a Professional Support Certificate valid for five years each that has been issued twice after January 1 of the year in which the five-year certificate was issued expires; and holds a Bachelor's Degree related to public education as defined in section 9.10.g; and completed five years of educational full-time teaching experience including two years in the specialization(s) and one year minimum full-time in a West Virginia public school or in an accredited private school in accordance with Policy 2330, and six semester hours of coursework from an accredited IHE with a minimum 3.00 GPA in each course related to public education or WVDE WVLeads courses completed subsequent to the issuance of the certificate being renewed and within the five-year period immediately preceding the date of application; or is minimum of 60 years old; or,

10.3.c.1.C. Holds a Five-Year Professional Student Certificate, a Master's Degree, and completed five years of educational full-time teaching experience including two years in the specialization(s) and one year minimum full-time in a West Virginia public school or in an accredited private school in accordance with Policy 2330, may apply for a Permanent Professional Student Support Certificate after meeting experience requirements; or

10.3.c.1.D. Holds a valid out-of-state certificate that reflects permanent status by the issuing state, verification of a minimum of five years of full-time experience in the endorsement area(s) is required to be indicated on the valid certificate and in a public school setting, verified by the appropriate licensing agency or system in accordance with section 16.2.

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

10.3.c.2.A. Exception. Student Support and Administrative credentials are exempt from the TPA Requirement and any educator with a West Virginia professional teaching certificate initially issued prior to November 15, 2021; and,

10.3.c.3. Recommendation. If the candidate is currently employed by a county board of education, multi-county CTE center, or WVSOT, the candidate shall be recommended by the superintendent or official designee. If the educator is not employed by a county board of education, then the educator is required to secure a recommendation from a personal or professional reference that is not related to, nor residing in the same household as, the candidate.

10.4. Career and Technical Education (CTE) Certificate.

10.4.a. Temporary CTE Certificate.

10.4.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; has been offered employment; and, is applying for West Virginia licensure, provided the educator meets the general criteria for the Initial CTE Certificate in accordance with section 10.4.b, except for holding the required 5 years of teaching experience and/or the required industry recognized credentials and/or passing scores on tests as identified in the West Virginia CTE Endorsement and Testing Manual. 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 in accordance with section 9, except for obtaining the specified credential identified in the West Virginia CTE

Endorsement and Testing Manual. To convert this certificate to the CTE Certificate, the educator must acquire the required industry recognized credentials; pass all required tests; complete applicable WVDE approved coursework, and, apply for initial licensure.

10.4.a.2. Validity Period. The Temporary CTE Certificate is valid for one year and expires on June 30 of the year of its validity.

10.4.b. Initial CTE Certificate.

10.4.b.1. General Criteria. An initial CTE Certificate may be issued to a candidate 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 meets the following criteria: the general requirements specified in section 10.5.a.1; acquired the work and training experience specified in the West Virginia CTE Endorsement and Testing Manual; passed the tests in accordance with the West Virginia CTE Endorsement and Testing Manual; and the appropriate eligible requirements identified in section 9. The CTE Certificate is required to include the specialization(s) and grade level(s) the certificate holder is authorized to be assigned to within the public schools.

10.4.b.2. Conditions for Issuance. A candidate for licensure is required to submit documentation that they meet the following criteria: successful completion of a state-approved CTE preparation program and is recommended for a CTE Certificate by a designated official from the program the candidate completed; or, holds 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; or holds 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;

10.4.b.2.A. Industry Recognized Credentials. For each CTE program of study, the alternatively certified teacher hired after June 18, 2003, is required to: hold and maintain the industry recognized credential if the credential is recognized; and attain additional certification or endorsements required by the credentialing agency for the program of study the alternatively certified teacher is currently teaching; and pass the testing requirements specified in the West Virginia CTE Endorsement and Testing Manual, if applicable; and,

10.4.b.2.B. Recommendation. If the candidate is currently employed by a county board of education, multi-county CTE center, or WVSDT, the candidate must be recommended for a CTE Certificate by the employing county superintendent. If the educator is not employed by a county board of education, then the educator must secure a recommendation from a personal or professional reference that is not related to, nor residing in the same household as, the candidate.

10.4.b.3. Validity Period. The CTE Certificate shall be valid for not more than five years and expires on June 30 of the last year of its validity.

10.4.b.4. Additional Endorsements for Existing Career Technical Education (CTE) Certificates. A candidate who already holds a valid West Virginia CTE Certificate endorsed as specified in the West Virginia CTE Endorsement and Testing Manual may apply for additional endorsements by submitting documentation that the certificate holder has acquired the appropriate wage-earning work experience;

passed required state exam(s) for the endorsement(s) the candidate has applied to be included on their CTE Certificate; and, holds valid industry credential(s), if applicable.

10.4.b.5. Renewal of the CTE Certificate. A candidate for licensure is required to submit documentation that they meet the following criteria:

10.4.b.5.A. Coursework. Six semester hours of appropriate college/university coursework reflecting a 3.00 GPA related to public education, as defined in section 9.10.g, or WVLeads courses through the WVDE. The coursework must have been completed after 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 salary classification (professional or CTE) of an MA+30; or is a minimum of 60 years old; and

10.4.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; and,

10.4.b.5.C. Recommendation. If the candidate is currently employed by a county board of education, multi-county CTE center, or WVSDT, the candidate must be recommended for renewal by the employing county superintendent. If the educator is not employed by a county board of education, then the educator must secure a recommendation from a personal or professional reference that is not related to, nor residing in the same household as, the candidate.

10.4.b.5.C.1. Recognition of Out-of-State CTE Certificates. A CTE Certificate for employment in a West Virginia public school may be issued to an eligible out-of-state candidate that submits documentation that they meet the following criteria: holds a valid out-of-state certificate equivalent to the CTE Certificate of eligibility issued by another state that meets all of the requirements of that state for full certification; with verification of five years of successful full-time teaching experience in a public school in the area(s) of CTE endorsement(s) reflected on the certificate and the required industry recognized credential/s or passing scores on tests as identified in WV Endorsement and Testing Manual, and passes 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.

10.4.c. Permanent CTE Certificate.

10.4.c.1. Conditions for Issuance. A candidate for licensure is required to submit documentation that they meet the following criteria:

10.4.c.1.A. Hold or be eligible for a CTE Certificate valid for five years; and,

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

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

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

10.4.c.1.B.1. Renew the CTE Certificate valid for five years after meeting the criteria in accordance with section 10.5.b.4.A; and

10.4.c.1.C. Recommendation. If the candidate is currently employed by a county board of education, multi-county CTE center, or WVSDT, the candidate must be recommended for a Permanent CTE Certificate by the employing county superintendent. If the educator is not employed by a county board of education, then the educator must secure a recommendation from a personal or professional reference that is not related to, nor residing in the same household as, the candidate.

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

10.5. Other Certificates.

10.5.a. Professional Business Official Certificate.

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

10.5.a.2. Conditions for Issuance. The candidate for the Professional Business Official Certificate is required to submit documentation that they meet the following criteria: holds a minimum of a BA, including 24 semester hours of coursework in accounting completed with a minimum of 2.50 GPA; and be recommended for a Professional Business Official Certificate by the county superintendent based on the candidate being the most qualified candidate for the position.

10.5.a.3. Validity Period. The Professional Business Official Certificate is valid for a period of three years and expires on June 30 of the last year of its validity.

10.5.a.4. Renewal. The candidate for licensure is required to provide documentation that they meet the following criteria: completed 15 clock hours annually of professional learning activities with credit offered, or approved by, the WVDE for a total of 45 hours completed at the time of renewal unless otherwise approved by the WVDE; and, be recommended for renewal by the employing county superintendent in the county the candidate is, or was, employed.

10.5.b. Professional Accountant Certificate.

10.5.b.1. General Criteria. A Professional Accountant Certificate may be issued to a candidate 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 10.5.b.2.

10.5.b.2. Conditions for Issuance. A candidate for the Professional Accountant Certificate is required to submit documentation that they meet the following criteria: holds a minimum of a BA, including 24 semester hours of coursework in accounting completed with a minimum of 2.50 GPA; and be recommended for a Professional Accountant Certificate by the county superintendent based on the candidate being the most qualified candidate for the position.

10.5.b.3. **Validity Period.** The Professional Accountant Certificate is valid for three years and expires on June 30 of the last year of its validity.

10.5.b.4. **Renewal.** A candidate for licensure is required to submit documentation that they meet the following criteria: completed 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 be recommended for renewal by the employing county superintendent in the county the candidate is, or was, employed.

10.5.c. **Professional School Nutrition Director Certificate.**

10.5.c.1. **General Criteria.** A Professional School Nutrition Director Certificate may be issued to a candidate employed for the management of the day-to-day operations of school food service who has completed a minimum of a BA through an accredited IHE; holds a valid Authorization for School Nutrition Director; meets the general requirements specified in section 9; the minimum GPA specified in section 9.11; and the conditions for issuance specified in section 10.5.c.2.

10.5.c.2. **Conditions for Issuance.** A candidate for the Professional School Nutrition Director Certificate is required to submit documentation that they meet the following criteria: holds a minimum of a BA in an area approved by the WVDE; a Nutrition Specialist Credentialing (SNS) issued by the School Nutrition Association (SNA); have a minimum of two years of professional experience in school nutrition or related area approved by the WVDE; and be recommended for a Professional Nutrition Director Certificate by the county superintendent based on the candidate being the most qualified candidate for the position.

10.5.c.3. **Validity Period.** The Professional School Nutrition Director Certificate is issued to expire on June 30 of the year in which the SNS certificate is set to expire.

10.5.c.4. **Renewal.** A candidate for licensure is required to submit documentation that they meet the following criteria: Valid renewed SNS certificate issued by the School Nutrition Association (SNA); and be recommended for renewal by the employing county superintendent in the county where the candidate is 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 issued only one time to a candidate who has been continuously employed for a specific assignment under a First-Class/Full-Time Permit and 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.** A candidate for a Restricted Pre-Professional Permit is required to submit documentation that they meet the following: holds a minimum of a BA, including completion of an approved preparation program from an accredited IHE with the exception of passing scores for the content assessment and a minimum of 2.50 GPA; and is recommended for a Pre-Professional Permit by the county superintendent based on the candidate, being the most qualified candidate for the position.

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

11.2. Novice Teacher Permit.

11.2.a. General Criteria. The Novice Teacher Permit may be issued to a candidate who is enrolled in the WVDE Novice Teacher program.

11.2.b. Conditions for Issuance. The applicant for the Novice Teacher Permit must submit documentation that they meet the following criteria: holds a minimum of a BA from an accredited institution with a minimum cumulative 2.50 GPA; has a minimum of five years full-time successful substitute teaching experience as defined in this policy in a West Virginia public school; achieved passing score on all required basic skills assessments or meet state minimum requirements for basic skills; and, be recommended for the permit by the last two supervising administrators and/or county officials.

11.2.c. Validity Period. The Novice Teacher Permit shall be valid for one year and may be renewed three times.

11.2.d. Renewal of the Novice Teacher Permit. To renew the Novice Teacher Permit the candidate is required to submit documentation that they meet the following criteria: employed in a West Virginia public school; be continually enrolled in the WVDE Novice Teacher program; received successful evaluations for each year taught under the Novice Teacher Permit in the West Virginia Educator Evaluation System with an earned performance rating of Emerging or above; and be recommended for renewal by the supervising school administrator and the employing county superintendent.

11.2.e. Conversion of Novice Teacher Permit to an initial Professional Teaching Certificate. In order to be issued an Initial Professional Teaching Certificate, a candidate is required to provide documentation that they meet the following criteria: successful completion of the WVDE Novice Teacher program, receive passing scores on all WVBE-required licensure assessments or meet exemption requirements as listed in the directory; complete a WVBE-approved teacher performance assessment; receive successful evaluations for each year taught under the Novice Teacher permit in the West Virginia Educator Evaluation System with an earned performance rating of Emerging or above; completion of six semester hours of coursework or have an MA+30, or a minimum of 60 years old.

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

11.3.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 issued to a candidate employed for a specific assignment who has completed a minimum of a BA through an accredited IHE; is enrolled in coursework in a program leading to licensure in the endorsement area at an accredited IHE, meets the general requirements including the minimum GPA in accordance with section 9, unless otherwise noted; and, satisfies the conditions for issuance in accordance with section 11.

11.3.a.1. WVBE-approved non-IHE EPPs. A two-year, non-renewable First-Class/Full-Time Permit for Professional Teaching may be issued to a candidate currently employed or who has been hired

as the most qualified candidate in a county that does not have fully certified candidates for the position in a specific assignment and has completed a minimum of a BA through an accredited IHE; is enrolled and continuously completing coursework through the WVBE-approved EPP; is in good standing in a WVBE-approved EPP; meets the general requirements specified in section 9, meets the minimum GPA requirements in accordance with section 9, unless otherwise specified in the directory, section 12.3 and, is recommended for a First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel by the county superintendent. Criteria of the West Virginia Licensure Testing Directory for pre-professional skills and content testing or exemption(s) is required to be met before a WVBE-approved non-IHE EPP non-renewable First-Class/Full-Time Permit may be issued.

11.3.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 hold a BA; however, the candidate is required to submit documentation that they earned a Nursing Diploma or AA in Nursing and hold a valid RN license issued by the West Virginia Registered Nurse Board. The WVDE shall review the current status of any disciplinary action prior to issuance of the permit. The candidate is required to complete a Bachelor of Science in Nursing (BSN) from an accredited IHE within five years of being issued a First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel. The candidate is required to submit the Professional Commitment form approved by the county of employment and an IHE. A candidate issued a First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel are also required to complete a minimum of six semester hours annually towards the completion of a BSN degree. All requirements for the BSN degree must be met within five years of the original issuance of the First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel.

11.3.a.3. Driver Education. A candidate issued a First-Class/Full-Time Permit or Out-of-Field Authorization for Driver Education is authorized to provide only classroom instruction and is prohibited from instructing the students during the in-car driving practice. A candidate holding this credential shall report any moving violations, including a DUI, to the WVDE within 7 days of the incident.

11.3.b. Conditions for issuance. A candidate for the First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel is required to submit documentation that they meet the following criteria:

11.3.b.1. College/University Coursework. For all endorsement areas the candidate must be enrolled in coursework in a program leading to licensure in the endorsement area at an accredited IHE,, except school psychologist and school counseling, the designated official of the IHE or the WVBE-approved educator preparation program where the candidate is enrolled is required to verify that the candidate has completed a minimum of 25 percent or six semester hours, whichever is greater, of the state-approved program in the specialization(s) for which the permit is requested.

11.3.b.1.A. WVBE-approved non-IHE EPPs. Non-degree programs reflected on an official transcript are exempt from the 25 percent program completion requirement.

11.3.b.1.B. For the endorsement area of school psychologist, the designated official at the IHE through which the program is being completed is required to verify that the candidate has completed a minimum of 70 percent of the state-approved program in the specialization(s) for which the permit is requested; the candidate is currently enrolled in coursework; and, submit the Professional Commitment Form verifying the candidate's enrollment in the state-approved program.

11.3.b.1.C. For the endorsement area of school counseling, the designated official at the IHE through which the program is being completed is required to verify that the applicant has completed a minimum of 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 coursework; the candidate is currently enrolled in coursework; and, submit the Professional Commitment form verifying the applicant's enrollment in the state-approved program.

11.3.b.1.C.1. Individuals who have previously completed a master's degree from an accredited college or university in a clinical counseling discipline and are enrolled 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.

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

11.3.b.2. WVBE-Adopted Tests. Unless identified as an exemption in section 10.1.e.2.A., a candidate is required to satisfy the minimum proficiency levels or any identified option as specified in the directory as approved 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; 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 candidate's program official.

11.3.c. Validity Period. The First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel is valid for one school year and expires on June 30. Provided, an educator employed on or after January 1, may be issued a First Class/Full-Time Permit for Professional Teaching and Student Support Personnel Permit that is valid until June 30 of the following school year.

11.3.d. Renewal of the First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel. Candidates who continue to be employed in the specialization(s) reflected on the permit are required to submit documentation that they are enrolled in coursework in the endorsement area and that they meet the following criteria:

11.3.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 towards the approved program or a BSN degree; submission of the Professional Commitment form verifying the candidate's enrollment in the state-approved program or that they are currently completing the BSN program; and be recommended for renewal by the employing county superintendent based on the candidate being, most qualified candidate for the position.

11.3.d.1.A. Exception for a School Nurse. A School Nurse who is employed on a First-Class/Full-Time Permit is only required to have a minimum of three semester hours of coursework within the first year of the permit's issuance.

11.3.d.1.B. Extenuating Circumstances. The State Superintendent may waive the five-year limit if extenuating circumstances exist, in accordance with section 14.5, warranting an 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 for the position of county superintendent, who meets one of the three extenuating circumstances specified in section 14.5. The superintendent's written correspondence is required to be submitted with the appropriate application and processing fee. If the State Superintendent decides that an extension is warranted, the permit may be extended once, provided the extension does not exceed one school year.

11.3.d.1.C. The county superintendent is required to submit documentation from the designated official at the IHE through which the candidate is completing the state-approved program that required coursework was not available during the school year; or the county superintendent is required to submit documentation with an explanation that the candidate has suffered a major hardship, other than illness, preventing the candidate from meeting the coursework requirement.

11.3.e. Five-Year Limit. All requirements for the Professional Teaching Certificate or Professional Student Support Certificate are required to be completed within five years of the original issuance of the First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel pursuant to 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 in accordance with section 11.2.d and completes the state-approved program within five years. The State Superintendent may waive the five-year limitation, if extenuating circumstances exist in accordance with section 14.5.a, warranting an extension.

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

11.4.a. General Criteria. The Restricted First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel may be issued for any specialization(s) recognized on the Professional Teaching and Support Certificate. A Restricted First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel may be issued to a candidate employed for a specific assignment who meets the required criteria in accordance with section 11, except the minimum GPA requirements and may not be issued again for a new or additional assignment.

11.4.b. Conditions for Issuance. A candidate for the Restricted First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel is required to meet the requirements for issuance in accordance with section 11.

11.4.c. Validity Period. The Restricted First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel is valid for one school year, expires on June 30, and may only be renewed once. The two years authorized under the Restricted First-Class/Full-Time Permit shall be included in the total five-year maximum limitation for a First-Class/Full-Time Permit.

11.4.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(s) reflected on the permit is required to submit documentation that they meet 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 towards the approved program, or a BSN degree; the Professional Commitment form verifying the candidate's enrollment in the state-approved program or currently completing the BSN program; and, be recommended by the county superintendent verifying that the candidate is the most qualified for the position.

11.4.e. Conversion of a Restricted First-Class/Full-Time Permit to a First-Class/Full-Time Permit. In order to qualify for a First-Class/Full-Time Permit a candidate is required to meet the minimum GPA requirement in accordance with section 9.

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

11.5.a. General Criteria. A First Class/Full-Time Permit for teaching in a CTE secondary or adult program may be issued to a candidate who holds a high school diploma, a state-approved high school equivalency, or a degree, if applicable, through an accredited IHE, and meets the general requirements in accordance with section 9; and the conditions for issuance in accordance with section 11.4.b. All requirements shall be met within five years of the original issuance of the permit.

11.5.b. Conditions for Issuance. A candidate for the First-Class/Full-Time Permit for CTE is required to submit documentation that they meet the following requirements and the content specific requirements for issuance specified in the West Virginia CTE Endorsement and Testing Manual.

11.5.b.1. Verification of the required work experience from the current or a former employer(s) as specified in the West Virginia CTE Endorsement and Testing Manual; and, verification of registration in the approved CTE preparation program; and, if applicable, hold and maintain the industry recognized credential, for each specialization, required for alternatively certified teachers employed after June 18, 2003, specified in the West Virginia CTE Endorsement and Testing Manual; and be recommended for a First-Class/Full-Time Permit for CTE by the employing county superintendent, Multi-County CTE Administrator, or WVSDT Superintendent or designee, based on the candidate being hired as the most qualified candidate for the position.

11.5.c. Validity Period. The First-Class/Full-Time Permit for CTE is valid for one school year and expires 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. The purpose of this provision is to allow a candidate to complete required coursework prior to applying for an initial CTE certificate.

11.5.d. Renewal of the First-Class/Full-Time Permit for CTE for individuals who continue employment are required to submit documentation that they meet the following criteria: passage of the testing requirements specified in the West Virginia CTE Endorsement and Testing Manual, if applicable; verification from the designated official of the educator preparation program that the candidate has completed two courses or six semester credit hours of state-approved educator prep program coursework holds a valid industry credential as specified in the West Virginia CTE Endorsement and Testing Manual, if applicable; and be recommended for renewal by the employing county superintendent, Multi-County CTE Administrator, or WVSDT Superintendent or designee, based on the candidate being hired as the most qualified candidate for the position.

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

11.6.a. General Criteria. Initial First-Class/Full-Time Permit endorsed for Principal, General Supervisor, or Superintendent may be issued to a candidate employed for an administrative assignment who meets the following criteria: completed a minimum of an MA through an accredited IHE; the general requirements specified in section 9; the minimum GPA requirement in accordance with section 9.11; has three years of eligible experience in accordance with section 4; possesses the education and training

evaluation skills through the WVDE, or an equivalent training approved by the WVBE; and the requirements for issuance in accordance with section 11.5.b.

11.6.b. **Conditions for Issuance.** A candidate for the First-Class/Full-Time Permit for Administrators is required to submit documentation that they meet the following criteria: verification from the designated official at the IHE through which the candidate is enrolled that the candidate has completed a minimum of 25 percent of the approved program in the specialization(s) in which the permit is requested; the Professional Commitment form verifying the candidate's enrollment in a state-approved program; and, be commended for a First Class/Full-Time Permit for Administrators by the county superintendent based on the candidate being the most qualified candidate for the position, or if the candidate for the permit is a county superintendent, be recommended for a First-Class/Full-Time Permit for Administrators by, and submit employment verification, from the county board of education.

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

11.6.d. **Renewal of the First-Class/Full-Time Permit for administrators who continue to be employed in the specialization(s) reflected on the permit** is required to submit documentation that they meet the following criteria: verification from the designated official at the IHE through which candidate is enrolled 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(s) in which the permit is requested; and, be recommended for renewal by the employing county superintendent or if the candidate for the permit is a county superintendent, be recommended for renewal by, and submit employment verification and satisfactory performance documentation from, the county board of education pursuant to W. Va. Code §18-4-2.

11.6.e. **Time Limitations.** All requirements for a Professional Administrative Certificate endorsed for Principal or Supervisor of Instruction shall be completed within five years of the original issuance of the First-Class/Full-Time Permit for Administrators pursuant to W. Va. Code §18A-4-7a. All requirements for the Professional Administrative Certificate endorsed for Superintendent shall be completed within three years of the original issuance of the First-Class/Full-Time Permit for Administrators pursuant to W. Va. Code §18-4-2. The position held by an educator issued a Full-Time Permit is not subject to posting if the educator meets the annual renewal requirements in accordance with section 11.5.d and completes a state-approved program.

11.6.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 in accordance with section 14.5 provided the extension does not exceed the time allowances specified in section 11.3.d.1.B.

11.7. Clinical Teacher of Record (CTR) Permits.

11.7.a. **General Criteria.** A CTR permit may be issued to a candidate who meets the following criteria: 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 accordance with section 9; has satisfied the clinical experience test requirements specified in Policy 5100; and has satisfied the conditions for issuance in accordance with section 11.6.b.

11.7.b. Conditions for Issuance. The candidate for the CTR Permit is required to submit documentation that they meet the following criteria:

11.7.b.1. Verification of enrollment in an approved CTR program and verification that the position was posted;

11.7.b.2. Background Check. All candidates for the Clinical Experience Permit whose initial applications are received by the WVDE, or the candidate is reapplying within 12 months of the first application without interruption in the preparation shall be fingerprinted by the West Virginia State Police, or its designee, in accordance with section 9, unless the candidate holds a valid credential issued by the WVDE. Provided, the criminal history record check may not be used for subsequent applications for other credentials issued by the State Superintendent; and,

11.7.b.3. Recommendation of the designated IHE official and the county superintendent in the county in which the candidate will serve as the CTR.

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

11.8. Clinical Experience Permit.

11.8.a. General Criteria. Permits for Clinical Experiences may be issued to teachers, administrators, and student support candidates that that meet the following criteria:

11.8.a.1. Enrolled and in good standing in a WVBE-approved preparation program or in an out-of-state accredited IHE in accordance with section 4;

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

11.8.a.3. will have satisfied the state-specific program requirements for the area in which the candidate is applying for licensure prior to clinical placement; the general requirements specified in section 9; and the conditions of issuance in accordance with section 11.7.b; or, meet the exemptions defined in section 4.23.

11.8.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 is required to submit documentation that they meet the following criteria: verification of enrollment in an in-state, or out-of-state, approved preparation program;

11.8.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, in accordance with section 9, unless the candidate holds a valid credential issued by the WVDE. Provided, the 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. A candidate is required to pass WVBE-required testing in accordance with section 10.1.c.2.A unless a qualifying exemption established in section 10.1.e is met, or the candidate has attempted the content Praxis examination at least twice without meeting the required cut score and the candidate has at least a B average in the content area in which they will be applying for licensure and completing a clinical placement; and, receives the recommendation of program officials that the candidate meets the proficiency requirements necessary to enter the clinical experience, may be issued a Restricted Clinical Experience Permit. The EPP is required to submit a Focused Supervision Plan for the candidate before a permit may be issued.

11.8.b.2.A. A candidate must pass test(s) required for basic skills and content proficiency. Provided, a candidate enrolled in a state-approved EPP resulting in an MA is exempt from basic skills proficiency testing requirements for the Clinical Experience Permit unless the candidate meets an exemption specified in the directory.

11.8.b.2.B. An administrator candidate is required to pass test(s) required for content proficiency.

11.8.b.2.C. A Student Support candidate is required to pass test(s) for content proficiency and be recommended for a Clinical Experience Permit by the designated IHE official. Provided, a Speech Language Pathologist candidate is exempt from this requirement and is not required to provide passing content proficiency scores prior to completing the clinical experience; and,

11.8.b.2.C.1 Receive the recommendation of the county superintendent, Multi-County CTE Administrator, or WVSDT Superintendent or designee for a Clinical Experience Permit.

11.8.c. Validity Period. The Clinical Experience Permit is valid for one school year and expires on June 30. Upon verification from the IHE that the permit holder has successfully completed the clinical experience, the Clinical Experience Permit is eligible to be used as a Short-Term Substitute Permit in the endorsement area(s) in which the candidate is applying for certification including, but not limited to, teacher certification, administrator certification, or student support certification.

11.9. Permit for Year-Long Residency.

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

11.9.b. Conditions for Issuance. A candidate for a Year-Long Residency Permit may apply during the semester prior to the beginning of the residency and is required to submit documentation that they meet the following criteria: verification of enrollment in an in-state approved EPP;

11.9.b.1. Criminal History Record Check. A candidate for a Year-Long Residency Permit whose application is received by the WVDE shall be fingerprinted by the West Virginia State Police, or its designee, in accordance with section 9, unless the candidate holds a valid credential issued by the WVDE.

Provided, the criminal history record check may not be used for subsequent applications for other credentials issued by the State Superintendent; and,

11.9.b.2. Required Testing. A candidate is required to pass WVBE-required testing as stipulated in the EPP's WVDE-approved residency program unless the candidate qualifies for an exemption established in section 10.1.e; or,

11.9.b.3. Basic Skills and Content Proficiency. A candidate for a Year-Long Residency permit who is enrolled in a state-approved EPP resulting in an MA are exempt from basic skills proficiency testing requirements.

11.9.c. Validity Period. The Year-Long Residency Permit is valid for one school year and expires on June 30. The Year-Long Residency Permit will serve as a Short-Term Substitute Permit upon verification from the EPP that the permit holder has completed all approved program course requirements and has successfully passed all required Praxis exams in accordance with Policy 5100. The permit holder is authorized to substitute teach as stipulated in the EPP's WVDE-approved residency program in accordance with Policy 5100.

11.9.c.1. Exception. A candidate who begins a year-long residency on or after January 1 may be issued a Residency Permit valid through June 30 of the following school year.

11.10. Substitute Permits for Professional Educators.

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

11.10.a.1. General Criteria. The Initial Short-Term Substitute Permit endorsed for general substitute may be issued to a candidate who is temporarily replacing an educator assigned to a specific position that meets the following criteria: holds a minimum of a BA through an accredited IHE; the general requirements in accordance with section 9; has a minimum GPA of 2.00; and the conditions for issuance established in section 11.9.a.2. A short-term substitute is a substitute who fills a position for 30 days or less. A Non-United States Citizen candidate shall hold a valid Permanent Resident Card, Employment Authorization Document (EAD), or work permit issued by the United States Citizenship and Immigration Services (USCIS) pursuant to W. Va. Code §18A-3-1.

11.10.a.2. Conditions for issuance. The candidate for the initial Short-Term Substitute Permit is required to submit documentation that they meet the following criteria:

11.10.a.2.A. Verification that they have successfully completed a minimum 18 clock hours of training provided, or authorized by, the employing county board of education or available through the WVDE WVLeads platform that included classroom management, state and local policies, state-approved content standards, an overview of school law that included reporting requirements for suspected child abuse and trauma-informed best practices. Provided, the 18 clock hours of training may include a maximum of six clock hours of classroom observation completed within one year prior to the date the application is received by the local education agency (LEA).

11.10.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 to meet training requirements. The clinical practice must have been completed within one year prior to the date the application is received by the

LEA; and be required for a Short-Term Substitute Permit for Professional Educators by the employing county superintendent. If the candidate does not hold a professional certificate but has been a teacher of record for a minimum of one year within the past three years, the experience as the teacher of record may be used to meet training requirements; or

11.10.a.2.A.2. Hold an expired West Virginia Professional Certificate or a valid or expired Out-of-State Professional Teaching, Student Support, or Administrative Certificate. A candidate applying for a Short-Term Substitute Permit may use the expired West Virginia Professional Certificate or Out-of-State Professional Certificate, as established in this section, once to obtain a Substitute Permit if the Certificate has not been expired for more than five years prior to the application date. If the Certificate has been expired longer than five years prior to the application for the Substitute Permit date, the candidate is required to meet the requirements established in section 11.9 to obtain a Substitute Permit; and be recommended for a Substitute Permit by the superintendent of the employing county.

11.10.a.3. Validity Period. The Short-Term Substitute Permit shall be valid for not more than three school years and expires on June 30 of the last year of its validity.

11.10.a.4. Renewal of the Short-Term Substitute Permit. A candidate for renewal of the Short-Term Substitute Permit is required to submit documentation that they meet the following criteria:

11.10.a.4.A. Verified Training. Verification that they have successfully completed 12 clock hours of in-service training provided, or authorized, by the employing county or available through the WVDE WVLearns platform that included classroom management and teaching strategies, and beginning July 1, 2021, trauma-informed best practices. The 12 clock hours training requirement for renewal of a Short-Term Substitute Permit may include a maximum of three clock hours of classroom observation completed after the issuance of the permit being renewed but within the five-year-period immediately preceding the application date. If the individual does not hold a professional certificate but 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 to meet the training requirement; or,

11.10.a.4.B. Successful completion of eligible WVLearns coursework or six semester hours of coursework from an accredited IHE. The coursework must be related to public education and completed after the issuance of the permit being renewed and within the five-year period immediately preceding the application date; and be recommended for a Substitute Permit by the superintendent of the employing county.

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

11.10.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 issued to a candidate that meets the following requirements: holds a minimum of a BA through an accredited IHE reflected on official academic transcripts, or a minimum of a Nursing Diploma/AA reflected on official academic transcripts and a valid West Virginia RN license; the general requirements in accordance with section 9; a minimum GPA of 2.00; and the conditions for issuance established in section 11.9.b.2. A long-term substitute is a substitute authorized to fill a position for more than 30 days. A Non-United States Citizen candidate is required to meet the documentation requirements in accordance with section 17.1.

11.10.b.2. Conditions for Issuance. A candidate for a Long-Term Substitute Permit is required to submit documentation that they meet the following criteria:

11.10.b.2.A. Verification that they have completed 18 clock hours of training provided, or authorized, by the employing county or available through the WVDE WVLeads platform that included classroom management, state and local policies, state-approved content standards, an overview of school law that included reporting requirements for suspected child abuse, and beginning July 1, 2021, trauma-informed best practices. The 18 clock hours may include a maximum of six clock hours of classroom observation completed within one year prior to the date the application is received by the LEA.

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

11.10.b.2.A.2. Upon hiring, LEAs shall provide information to long-term substitute teachers relating to IEP plans and 504 plans, detailing their uses and how IEP and/or 504 plans should be implemented to better serve students.

11.10.b.2.A.3. For school counseling endorsements, in addition to the minimum number of required semester hours, a candidate is required to complete the WVDE-approved School Counseling modules; and,

11.10.b.2.A.4. Completion of clinical practice at a West Virginia IHE approved by the WVBE to offer teacher education programs may be used to meet training requirements. The clinical practice must have been completed within one year prior to the date the application is received by the LEA, or the candidate must hold a valid Permanent West Virginia Professional Teaching Certificate in another endorsement area. If the candidate does not hold a professional certificate but has been a teacher of record for a minimum of one year within the past three years, the experience as the teacher of record may be used to meet training requirements.

11.10.b.2.B. College/University Coursework. Completion of 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 achieved 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 that included 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, the candidate must be recommended for a Long-Term Substitute Permit by the superintendent of the employing county; or

11.10.b.2.B.1. 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) or consistent with the specialization(s) for which the candidate has applied for a Long-Term Substitute Permit ; candidates for the Long Term Substitute Permit may use the expired West Virginia Professional Certificate or Out-of-State Professional Certificate, as established in this section, only once to obtain a Long-Term Substitute Permit provided, that the Certificate has not been expired for more than five years prior to the application date. If the Certificate has been expired longer than five years prior to the application date for the Substitute Permit, the candidate is required to meet the requirements

established in section 11.9.b.1 be issued a Long-Term Substitute Permit; and, be recommended for a Long-Term Substitute Permit by the superintendent of the employing county.

11.10.b.3. Exceptions. A candidate applying for a School Nurse Substitute Permit is required to hold a valid RN licensure issued by the West Virginia Registered Nurse Board 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. The WVDE shall review the current status of any disciplinary action prior to issuance of a certificate.

11.10.b.4. Validity Period. The Long-Term Substitute Permit is valid for not more than three school years and expires on June 30 of the last year of its validity.

11.10.b.5. Renewal of a Long-Term Substitute Permit for Teaching, Support, and Administrative Personnel. A candidate applying to renew a Long-Term Substitute Permit for Teaching, Support and Administrative Personnel is required to submit documentation that they meet the following criteria:

11.10.b.5.A. Verified Training. Verification that they meet the training requirements established in section 11.10.a.4.A.

11.10.b.5.B. Exceptions. A candidate applying to renew a School Nurse Substitute Permit is required to have successfully completed 12 hours of training related to school nursing and hold a valid RN licensure issued by the West Virginia Registered Nurse Board. The WVDE shall review the current status of any disciplinary action prior to issuance of a permit.

11.10.b.6. A candidate 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 a candidate has maintained a valid the West Virginia Professional Certificate, the candidate is not required to complete the 12 clock hours of renewal training when renewing their Long-Term Substitute Permit; provided, the candidate meets all other requirements.

11.10.c. Initial Substitute CTE Permit.

11.10.c.1. General Criteria. An initial Substitute CTE Permit for teaching in a CTE secondary or adult program may be issued to a candidate meeting the following criteria: holds a high school diploma or state-approved high school equivalency, or a degree, if applicable, through an accredited IHE; the general requirements in accordance with section 9; the common conditions for issuance established in section 11.10.c.2; and the appropriate content-specific conditions for issuance specified in the West Virginia CTE Endorsement and Testing Manual.

11.10.c.2. Conditions for Issuance. A candidate for a Substitute CTE Permit is required to submit documentation that they meet the following criteria and the appropriate content specific conditions for issuance identified in the West Virginia CTE Endorsement and Testing Manual.

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

11.10.c.2.B. Successful completion of 18 clock hours of training provided, or authorized, by the employing county that included classroom management, state and local policies, instructional goals and objectives, an overview of school law including reporting requirements for suspected child abuse, and beginning July 1, 2021, trauma-informed best practices. The 18 clock hours of training may include not more than six clock hours of classroom observation completed within one year prior to the date the application is received by the LEA. An RN holding a valid nursing license and hired as a clinical instructor to monitor students in a practical nursing and/or a certified nursing assistant program is exempt from the 18 hours of training requirement established in this section; and,

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

11.10.c.3. Validity Period. A Substitute CTE Permit is valid for not more than three school years and expires on June 30 of the last year of its validity.

11.10.c.4. Renewal of Substitute CTE Permit. A Candidate applying to renew a Substitute CTE Permit is required to submit documentation that they meet the following criteria:

11.10.c.4.A. Coursework. Verification that the candidate has successfully completed eligible WVLeads coursework, or 12 clock hours of in-service training provided, or authorized by, the employing county that includes classroom management, teaching strategies, and beginning July 1, 2021, trauma-informed best practices or completion of WVLeads substitute renewal course. The 12 clock hours of renewal training may include a maximum of three clock hours of classroom observation completed subsequent to the issuance of a Substitute CTE Permit being renewed and within the five-year period immediately preceding the application date; or

11.10.c.4.B. The criteria established in section 11.10.a.4.A; and,

11.10.c.4.C. Industry Recognized Credential. A valid industry credential is required to renew a Substitute CTE Permit as specified in the West Virginia CTE Endorsement and Testing Manual, if applicable; and be recommended for renewal of the Substitute CTE Permit by the Superintendent, Multi-County CTE Administrator, or the WVSDT Superintendent or designee.

11.10.c.5. A candidate holding a valid West Virginia Professional Teaching 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 established in section 11.7.f.2 without completing the initial 18 clock hours of training.

11.10.d. Restricted Short-Term Substitute Permit.

11.10.d.1. General Criteria. The Restricted Short-Term Substitute Permit endorsed for a general substitute may be issued to a candidate who is temporarily replacing the educator assigned to a specific position in a county which has an approved substitute shortage waiver from the State Superintendent and submits documentation that they meet the following criteria: holds a minimum of an AA through an accredited IHE reflected on official academic transcripts with a minimum GPA of 2.00;

the general requirements in accordance with section 9; is 21 or older; and, meets the conditions for issuance established in section 11.10.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 for the Restricted Substitute Permit are met in accordance with section 11.10.d. A Non-United States Citizen candidate is required to also meet the documentation requirements in accordance with section 17.1.

11.10.d.2. Conditions for Issuance. A candidate applying for a Restricted Short-Term Substitute Permit is required to submit documentation that they meet the following criteria:

11.10.d.2.A. Verification that the candidate has successfully completed 18 clock hours of training provided, or authorized by, the employing county board of education or available through the WVDE e-Learning platform that included classroom management, state and local policies, state-approved content standards, an overview of school law including reporting requirements for suspected child abuse and trauma-informed best practices. The 18 clock hours of training may include a maximum of six clock hours of classroom observation completed within 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 within one year prior to the date the application is received by the LEA; and, the candidate must be recommended for a Restricted Short-Term Substitute Permit by the superintendent of the employing county.

11.10.d.3. Validity Period. A Restricted Short-Term Substitute Permit expires on June 30 and may be renewed.

11.10.d.4. Renewal of the Restricted Short-Term Substitute Permit. A Candidate applying to renew a Restricted Short-Term Substitute Permit is required to submit documentation that they meet the following criteria:

11.10.d.4.A. Verified Training. Verification that the candidate has successfully completed 12 clock hours of in-service training provided, or authorized by, the employing county or available through the WVDE WVLearns platform that included classroom management, teaching strategies, and beginning July 1, 2021, trauma-informed best practices. The 12 clock hours of renewal training may include a maximum of three clock hours of classroom observation completed subsequent to the issuance of the permit being renewed and within the five-year period immediately preceding the application date; or,

11.10.d.4.B. The criteria established in section 11.10.a.4.A.

11.10.d.5. Conversion of a Restricted Short-Term Substitute Permit. A candidate who has completed five years of successful experience under the Restricted Short-Term Substitute Permit and obtains minimum 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 without meeting the bachelor's degree requirement.

11.10.e. College Instructor Permit.

11.10.e.1. General Criteria. The College Instructor Permit may be issued for any specialization recognized on the Professional Teaching and Support Certificate. A Collegiate Instructor Permit may be

issued to a candidate employed for a specific assignment that meets the general requirements in accordance with section 9 and the conditions of issuance established in this section.

11.10.e.2. Conditions for Issuance. A candidate for the College Instructor Permit is required to provide documentation that they meet the following criteria:

11.10.e.2.A. College/University Coursework. Holds an MA degree in the content area in which they have applied for the permit to be endorsed; and,

11.10.e.2.B. Experience. Verification of a minimum of three years of college/university teaching experience in the area the endorsement is requested which must be the area of assignment by the employing college/university; and be recommended for a Collegiate Instructor Permit by the county superintendent on the basis that the candidate is the most qualified candidate for the position, and has been offered employment by a county board of education whose local policy provides assurance that such personnel are not a replacement for a fully state-certified educator.

11.10.e.3. Validity Period. The College Instructor Permit is valid for one school year, expires on June 30 and may be renewed twice.

11.10.e.4. Renewal of the College Instructor Permit. A candidate applying to renew a Collegiate Instructor Permit must be recommended by the county superintendent on the basis that the candidate is the most qualified candidate for the position and has been offered employment by a county board of education whose local policy provides assurance that such personnel are not a replacement for a fully state-certified educator.

11.10.e.5. Conversion of the College Instructor Permit. A candidate may be issued a non-transferable teaching certificate if they have completed a WVBE-Approved Alternative Certification program required in accordance with Section 10.

11.10.f. Contractor/Volunteer or Other School Personnel Permit.

11.10.f.1. General Criteria. A county board of education may request that a Contractor/Volunteer or Other School Personnel Permit may be issued to a candidate who will be providing any services to students; may have unaccompanied contact with students; or, unaccompanied access to school grounds when students are present.

11.10.f.2. Conditions for Issuance. A candidate for the Contractor/Volunteer or Other School Personnel Permit is required to submit documentation that they are being recommended for a Contractor/Volunteer or Other School Personnel Permit by the county superintendent in which they will be working. 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 be sufficient to warrant a denial of a Contractor/Volunteer or Other School Personnel Permit for cause pursuant to W. Va. Code §18A-3-2a and W. Va. Code §18A-3-10.

11.10.f.3. Validity Period. A Contractor/Volunteer or Other School Personnel Permit is valid for one year; expires on June 30; and, may be renewed.

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

11.11. Adult Credentials.

11.11.a. An Adult Certificate endorsed for Adult Education shall be valid for a maximum of five years and expires on June 30 of the last year of its validity. A candidate for adult credentials is required to submit documentation that they meet all the criteria established in section 11.10.b for an initial certificate and section 11.10.c for renewal of the certificate.

11.11.b. *Initial Adult Certificate Endorsed for Adult Education.* A candidate applying for an initial Adult Certificate Endorsed for Adult Education is required to submit documentation that they meet the following criteria: holds a minimum of a BA from an accredited IHE; the general requirements in accordance with section 9; achieved the minimum GPA specified in section 9; and be recommended for an initial Adult Certificate endorsed for Adult Education by the superintendent of the employing county, Multi-County CTE Administrator, Educational Services Cooperative Director (ESC), or WVSDT Superintendent or designee. For community-based organizations or non-educational agencies, the WVDE Adult Education Director may recommend a candidate for licensure.

11.11.c. *Renewal of the Initial Adult Certificate Endorsed for Adult Education.* A candidate applying for renewal of the Adult Certificate Endorsed for Adult Education is required to submit documentation that they meet the following criteria: completion of six semester hours of college/university coursework reflecting a 3.00 GPA related to the public education, related to basic skills content, or WVLeads courses through the WVDE; or is a minimum of 60 years old; and completion of the adult education professional learning activities as prescribed in the West Virginia Adult Education Instructor Handbook approved by the WVDE; and,

11.11.c.1. Be recommended for renewal of an initial Adult Certificate endorsed for Adult Education by the WVDE Adult Education Director or the superintendent of the employing county, Multi-County CTE Administrator, Educational Services Cooperative Director (ESC), or WVSDT Superintendent or designee. For community-based organizations or non-educational agencies, the WVDE Adult Education Director may recommend a candidate for renewal.

11.11.d. *Renewal of the Adult Permit endorsed for areas of CTE.* A candidate applying for renewal of an Adult Permit endorsed for employment in areas of CTE specified in the West Virginia CTE Endorsement and Testing Manual is required to submit documentation that they meet the following criteria: Completion of WVLeads courses or six semester hours of college/university coursework reflecting a minimum 3.00 GPA related to public education; a valid industry credential as specified in the West Virginia CTE Endorsement and Testing Manual, if applicable; and, be recommended for renewal by the superintendent of the employing county, Multi-County CTE Administrator, or WVSDT Superintendent or designee.

11.11.e. The Adult Permit endorsed for areas of CTE employment is valid for a maximum of five years and expires on June 30 of the last year of its validity. A candidate applying for an Adult Permit

endorsed for areas of CTE is required to submit documentation that they meet all criteria in accordance with section 11.10.d for an initial permit and section 11.10.d.1 for a renewal of the permit.

11.11.e.1. Adult Permit endorsed for Emergency Medical Services (EMS) Public Service Training). An Adult Permit endorsed for Emergency Medical Services Public Services Training (EMS) for part-time employment is valid for a maximum of five years and expires on June 30 of the last year of its validity. A candidate applying for an Adult Permit endorsed for EMS is required to submit documentation that they meet all the criteria required in section 11.10.f for an initial permit and section 11.10.f.2 for a renewal of the permit.

11.11.e.2. Adult Permit endorsed for Fire Service Training (Public Service Training). An Adult Permit endorsed for Fire Service Training for part-time employment is valid for a maximum of five years and expires on June 30 of the last year of its validity. A candidate applying for an Adult Permit endorsed for Fire Service Training is required to submit documentation that they meet all the criteria required in in section 11.11.b for an initial permit and section 11.11.c for a renewal of the permit.

11.11.f. Initial Emergency Medical Services (EMS) Adult Permit. A candidate applying for an initial EMS (Public Service Training) Adult Permit for part-time employment is required to submit documentation that they meet the following criteria: completion of the general requirements established in section 9; holds a current West Virginia Emergency Medical Technician (EMT) license, West Virginia Paramedic Certification, National Registry EMT, or Paramedic license; completion of 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; scores reflecting a minimum of 84 percent on a WVDE-approved examination; holds a valid cardiopulmonary resuscitation (CPR) instructor certification; and,

11.11.f.1. Completion of a WVDE-approved instructor course: Successful completion of an EMT field-based experience; holds a minimum of a high school diploma, a state-approved high school equivalency, or a degree, if applicable, through an accredited IHE; and, be recommended by the WVDE-approved provider or a designated official from the WVDE Office of Adult Education.

11.11.f.2. Renewal of an EMS Adult Permit. A candidate for renewal of an Emergency Medical Services (EMS) Adult Permit for part-time employment is required to submit documentation that they meet the following criteria: holds a valid West Virginia EMT, West Virginia Paramedic Certification, or National Registry EMT or Paramedic license; holds a valid CPR instructor certification; has completed 30 hours of teaching activity in EMS or related courses subsequent to the issuance of the permit being renewed; attended at least three approved instructor seminars subsequent to the issuance of the permit being renewed; and, be recommended for renewal by the WVDE-approved provider or a designated official from the WVDE Office of Adult Education.

11.11.g. Initial Fire Service Training Adult Permit. A candidate for an initial Fire Service Training Adult Permit for part-time employment is required to submit documentation that they meet the following criteria: the general requirements established in section 9; completion of four years of volunteer, or paid, work experience in the fire service field; completion of an approved instructor training program; completion of a field-based experience in fire instructor training; completion of required training in firefighting and hazardous materials; and holds a current Cardiopulmonary Resuscitation (CPR) certification, First Aid or Advanced EMS certification, and test scores reflecting a minimum of 84 percent on a WVDE-approved examination; and, a minimum of a high school diploma, or a state-approved high

school equivalency, or a degree, if applicable, through an accredited IHE. Receive the recommendation for an initial Fire Service Training Adult Permit by the WVDE-approved provider or a designated official from the WVDE Office of Adult Education.

11.11.g.1. **Renewal.** A candidate for renewal of the Fire Service Training Adult Permit for part-time employment is required to submit documentation that they meet the following criteria: completed 30 hours of teaching activity in an approved fire service or related course subsequent to the issuance of the permit being renewed; attended at least three approved instructor seminars subsequent to the issuance of the certificate being renewed; and, be recommended for renewal by the WVDE-approved provider or a designated WVDE official from the WVDE Office of Adult Education.

11.11.h. **Driver Education Temporary Permit.** When providing driver educator instruction in the public schools, a candidate for a Driver Education Temporary Permit may only be employed under a contract with the respective county board of education. The contract shall include the duties the permit holder will be required to perform; a rate of pay for the permit holder that is equivalent to the rate of pay for professional educators in the respective county board of education performing similar duties as extra duty assignments; and, the county board of education will maintain liability insurance associated with the activity. A candidate issued this credential is required to report any moving violations including, a driving under the influence violation (DUI), to the WVDE within 7 days of the violation being issued.

11.11.h.1. A candidate for a Driver Education Temporary Permit must submit documentation that they meet the following criteria:

11.11.h.1.A. Holds 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;

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

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

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

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

11.11.h.1.F. Not been convicted by a court with competent jurisdiction and/or been subject to a DMV suspension or revocation of their driver's 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 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,

11.11.h.1.G. Completion of 18 clock hours of training provided or authorized by the employing county, or available through the WVDE WVLeads platform. Provided, a candidate currently holding a valid West Virginia Professional Teaching Certificate is exempt from this requirement.

11.11.h.2. A candidate applying for a Driver Education Permit or certificate is subject to a criminal history check; and must be recommended for the permit by the employing county superintendent.

11.11.h.3. Driver Education Temporary Permit Renewal.

11.11.h.3.A. A candidate applying for a renewal must submit documentation that they meet the following criteria:

11.11.h.3.A.1. Verification that they have completed 18 clock hours of training provided, or authorized, by the employing county or available through the WVDE WVLeads platform. Provided, a candidate currently holding a valid West Virginia Professional Teaching Certificate is exempt from this requirement;

11.11.h.3.A.2. Verification that they have completed six hours of coursework toward a Driver Education Certification or three hours of approved professional learning provided by the WVDE;

11.11.h.3.A.3. Verification that they have completed the mandatory Driver's Education Clinical Experience with a certified Driver Education Teacher currently employed in a county school system;

11.11.h.3.A.4. A copy of the candidate's current Driver's License and driving record if a driving record has not been submitted to the WVDE within the previous 30 days; and,

11.11.h.3.A.5. Be recommended for renewal by the employing county superintendent.

11.11.h.3.A.6. A candidate issued a renewal of a Driver Education Temporary Permit is required to report any moving violations, including a DUI, to the WVDE within 7 days of the violation being issued.

11.12. Authorizations Issued to Educators.

11.12.a. General Criteria. An Authorization may be issued to a candidate that meets the following criteria: holds a BA or an MA as specified in Appendix A through an accredited IHE, if applicable; the general requirements in accordance with section 9; the minimum GPA in accordance with section 9, if applicable; and passes a criminal history record check; and, meets the conditions for issuance required for the specialization or concentration for which the candidate is applying for a license. The Authorization shall be endorsed to indicate the specialization(s) and/or concentration(s) and the grade level(s) in which the holder is authorized to be assigned within the public schools. Authorization may be issued to a candidate 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.

11.12.a.1. Conditions for Issuance. A candidate applying for an Authorization must submit documentation that they satisfy the specific conditions for issuance for the specialization for which the candidate has applied for a license.

11.12.a.2. **Validity Period.** An Authorization is valid for one school year and expires on June 30, unless the validity period is otherwise extended by this policy. 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. However, an Authorization endorsed for coaching expires on June 30 of the current school year.

11.12.b. **Initial Out-of-Field Authorization for Teaching.** A candidate applying for an initial Out-of-Field Authorization for Teaching is required to submit documentation that they meet the following criteria: holds a valid West Virginia Professional Teaching Certificate; has a Professional Commitment form verifying that they are enrolled in an IHE's state-approved program; and receive the recommended by the employing county superintendent based on the candidate being the most qualified or only candidate for the position.

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

11.12.b.2. **Extension.** An Out-of-Field Authorization may be extended in accordance with section 14.4.

11.12.b.3. **Renewal of the Out-of-Field Authorization for Teaching.** A candidate applying for a renewal of an Out-of-Field-Authorization for Teaching permit is required to submit documentation that they meet the following criteria: holds a valid West Virginia Professional Teaching Certificate; completion of six semester hours of college/university coursework approved by the accredited IHE, where the candidate is completing the approved licensure program; have a 3.00 GPA within the approved program degree requirements of the specializations for which the Out-of-Field Authorization will be issued; verification from the designate IHE official that the coursework was completed as part of the IHE's state-approved program; and be recommended for renewal by the employing county superintendent.

11.12.c. **Initial Authorization for Alternative Learning Setting Education.** A candidate applying for an initial Authorization for Alternative Learning Setting Education is required to submit documentation that they meet the following criteria: holds a valid West Virginia Professional Teaching Certificate; is recommended for the permit by the employing county superintendent based on the candidate being the most qualified candidate for the position and meeting the selection criteria required to work with troubled and disruptive youth in accordance with W. Va. 126CSR99, Policy 4373, Expected Behavior in Safe and Supportive Schools (Policy 4373).

11.12.c.1. **Renewal of the Authorization for Alternative Learning Setting Education.** A candidate applying for a renewal is required to submit documentation that they meet the following criteria: holds a valid West Virginia Professional Teaching Certificate; and, is recommended for renewal by the employing county superintendent based on the candidate being the most qualified candidate for the position.

11.12.d. **Initial Authorization for CTE Health Care Fundamentals.** A candidate applying for an initial Authorization for CTE Health Care Fundamentals permit is required to submit documentation that they meet the following criteria: holds a Professional Teaching Certificate endorsed for biology, chemistry, general science or health; completion of the required WVDE-sponsored professional learning activities; and is recommended for renewal by the employing county superintendent based on a candidate with the required certification not being available to fill the position.

11.12.d.1. **Renewal of CTE Health Care Fundamentals.** A candidate applying for a renewal is required to submit documentation that they meet the following criteria: completion of the required WVDE-sponsored professional learning activities; and, is recommended by the employing county superintendent.

11.12.e. **Initial Authorization for Coaching.** A candidate for an initial Authorization for Coaching permit is required to submit documentation that they meet the following criteria:

11.12.e.1. The requirements established in section 9.2;

11.12.e.2. Holds a minimum of a high school diploma or has successfully passed a WVBE-approved high school equivalency exam;

11.12.e.3. Employed under a contract with a county board of education to serve as a coach or authorized to be a volunteer coach;

11.12.e.4. Completion of approved training if the sport falls within the jurisdiction of the WVSSAC, or approved county board of education training if the sport is not within the jurisdiction of the WVSSAC. Provided, the candidate must also submit documentation that they have successfully completed CPR and Automated External Defibrillator (AED) training provided or authorized by the recommending county board of education; and,

11.12.e.5. Is recommended by the county superintendent based on the candidate being the most qualified candidate for the position. An authorization to coach is effective on the employment/assignment start date provided on the application or the date that the application was received by the WVDE, whichever occurs last.

11.12.e.5.A. A county superintendent aware of any act(s) on the part of any individual serving in a coaching position for which a certificate may be revoked is required to report the information including all facts and evidence to the State Superintendent for any action the State Superintendent deems appropriate.

11.12.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 be issued an authorization to coach.

11.12.g. **Continued Employment.** A coach previously authorized without holding a high school diploma or passing an WVBE-approved high school equivalency exam is exempt from meeting high school diploma or equivalency requirement if their coaching service has been continuous.

11.12.h. **WVSSAC Coursework.** A certified coach that has only completed the Sports First Aid and the Coaching Principles courses whose certificate was not renewed for the academic year after the certificate expired must complete the WVSSAC coursework before their authorization may be renewed.

11.12.i. **Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) Training.** For issuance of any Coaching, Limited Sports Training, 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 required by the county board of education policy effective at the time of each renewal.

11.12.j. Renewal of the Authorization for Coaching. A candidate applying for a renewal is required to submit documentation that they meet the following criteria:

11.12.j.1. Employed under a contract with a county board of education to serve as a coach or approved by the county board of education to be a volunteer coach;

11.12.j.2. Recommended for renewal by the county superintendent based on the candidate being the most qualified candidate for the position; and,

11.12.j.3. Meet requirements in accordance with section 11.11.a. An authorization issued for coaching is effective on the employment/assignment start date provided on the application or the date that the application was received by the WVDE, whichever is later.

11.12.k. Permanent Authorization for Grade Modification. A candidate applying for a Permanent Authorization for Grade Modification is required to submit documentation that they meet the following criteria: holds a valid certificate reflecting an eligible professional endorsement(s) specified in Appendix A; and is recommended for the authorization by the employing county superintendent.

11.12.l. Initial Authorization for Jobs for West Virginia Graduates Program. A candidate applying for an initial Authorization for Jobs for West Virginia Graduates Program is required to submit documentation that they meet the following criteria: holds a minimum of a BA from an accredited IHE; is employed as a teacher in the Jobs for West Virginia Graduates Program; and, recommended for the authorization by the employing county superintendent.

11.12.l.1. Authorization for Jobs for West Virginias Graduates Program Renewals. A candidate applying for renewal is required to submit documentation that they meet the following criteria: is employed as a teacher in the Jobs for West Virginia's Graduates Program; and, is recommended for renewal by the employing county superintendent.

11.12.m. Initial Authorization for JROTC Program and Renewal. A candidate applying for an initial Authorization for JROTC Program, or a renewal is required to submit documentation that they meet the following criteria: holds a JROTC Instructor certification awarded by a branch of the United States Military; and, is recommended for an initial authorization or a renewal of their current authorization by the employing county superintendent based on the candidate being the most qualified candidate for the position. The JROTC Authorization is valid for two years from the date it was issued.

11.12.n. Initial Temporary Authorization for School Nutrition Director. A candidate for an initial Temporary Authorization for School Nutrition Director is required to submit documentation that they meet the following criteria: holds 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 a WVDE-approved training provided by the Office of Child Nutrition within 90 days of the start date in that position; completion of a minimum of eight hours of food safety training obtained within the five years prior to, or 30 days of, the start date in that position; and, is recommended for a temporary authorization by the

employing county superintendent based on the candidate being the most qualified candidate for the position.

11.12.n.1. **Validity Period.** An initial Temporary Authorization for the School Nutrition Director is valid for three years.

11.12.n.2. **Renewal of the Temporary Authorization for School Nutrition Director.** A candidate for renewal of a Temporary Authorization for School Nutrition Director is required to submit documentation that they meet the following criteria: completion of 12 clock hours of job-specific training each year related to child nutrition programs; holds a valid United States Department of Agriculture (USDA) food safety certification; and, be recommended for renewal by the employing county superintendent.

11.12.o. **Initial Authorization for Speech Assistant.** A candidate for an initial Authorization for Speech Assistant is required to submit documentation that they meet the following criteria: holds a minimum of a BA in speech pathology, communication disorders, or a related field from an accredited IHE determined acceptable by the WVDE; employed as a speech assistant by a county board of education in West Virginia; and, be recommended by the employing county superintendent based on the candidate being the most qualified candidate for the position and that a fully West Virginia certified SLP did not apply for the position.

11.12.o.1. **Renewal of the Authorization for Speech Assistant.** A candidate for renewal of an Authorization for Speech Assistant is required to provide documentation that they meet the following criteria: completion of professional learning activities designated by the WVDE; employment as a speech assistant by a county board of education; and, be recommended for renewal by the employing county superintendent based on the candidate being the most qualified candidate for the position and that a fully West Virginia certified SLP did not apply for the position.

11.12.p. **Initial Authorization for Curriculum/Cultural Enrichment.** A candidate for an initial Authorization for Curriculum/Cultural Enrichment is required to provide documentation that they meet the following criteria: holds a minimum of a BA from an accredited IHE; employed by a county board of education to provide curriculum/culture enrichment in accordance with locally adopted policy that includes a provision that a person performing duties under an Curriculum/Cultural Enrichment Authorization will not be employed to replace a fully state-certified educator; and, be recommended for an initial authorization for Curriculum/Cultural Enrichment by the employing county superintendent.

11.12.p.1. **Renewal of the Authorization for Curriculum/Cultural Enrichment.** A candidate for renewal of an Authorization for Curriculum/Cultural Enrichment is required to submit documentation that they 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 includes a provision that a person performing duties under an Curriculum/Cultural Enrichment Authorization will not be employed to replace a fully state-certified educator; and, be recommended for renewal by of the employing county superintendent.

11.12.q. **Initial Authorization for School Nurse.** A candidate for an initial Authorization for School Nurse is required to provide documentation that they meet the following criteria: holds a minimum of a Nursing Diploma/AA and a valid RN license issued by the West Virginia Registered Nurse Board; is employed by a county board of education to meet student health care needs after the ratio

established in W. Va. Code §18-5-22 is met; or be employed when none of the candidates meet the school nurse certification requirements in accordance with section 9; completes the School Nurse orientation professional learning activities provided, or approved, by the WVDE; and, is recommended for an initial authorization by the employing county superintendent based on the candidate being the most qualified candidate for the position and that a candidate meeting the School Nurse Certification requirements in section 10.3.a.1.B. did not apply for the position.

11.12.q.1. **Renewal of the Authorization for School Nurse.** A candidate for renewal is required to provide documentation that they the following criteria: holds a valid RN license issued by West Virginia Registered Nurse Board; completion of a minimum of 12 continuing education contact hours in school health or pediatric medicine topics provided, or approved, by the WVDE; be employed to meet student health care needs by a county board of education in West Virginia; and be recommended by the employing county superintendent based on the candidate being the most qualified candidate for the position and that a candidate meeting the School Nurse Certification requirements in section 10.3.a.1.B. did not apply for the position. The WVDE shall review the current status of any disciplinary action prior to issuance of the authorization.

11.12.r. **Permanent Authorization for Community Programs.** A candidate for a Permanent Authorization for Community Programs is required to provide documentation that they meet the following criteria: holds a BA in child development, early childhood, or occupational development with an emphasis in child development/early childhood; completion 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; completion of at least one year of early education teaching experience; and be recommended for a Permanent Authorization for Community Programs by either the employing county superintendent or the director of the employing collaborative community program under contract with the county board of education.

11.12.s. **Initial Temporary Authorization for Community Programs.** A candidate for an initial Temporary Authorization for Community Programs is required to submit documentation that they meet the following criteria: holds a BA in child development, early childhood, or occupational development with an emphasis in child development/early childhood; completion of at least one year of early education teaching experience; 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, be recommended for an initial Temporary Authorization for Community Programs either by the employing county superintendent or the director of the employing collaborative community program under contract with the county board of education.

11.12.s.1. **Renewal of the Temporary Authorization for Community Programs.** A candidate for renewal is required to provide documentation that they meet the following criteria: completion of 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 is beginning in a new position in a community programs preschool that requires licensure; and, be recommended for renewal of either by the employing county superintendent or the director of the employing collaborative community program under contract with the county board of education.

11.12.t. Initial Temporary Authorization for Technology Systems Specialist (TSS). A TSS is an individual assigned to support and maintain local area networks, servers, computer workstations, or other computer related systems or technologies. All individuals working as a TSS are required to hold an authorization. The Temporary Authorization for TSS is valid for one year and expires on June 30 and may only be renewed once. A candidate for an initial Temporary Authorization for Technology Systems Specialist is required to provide documentation that they meet the following criteria: Holds a minimum of an AA from an accredited IHE; and be recommended for an initial Temporary Authorization for Technology Systems Specialist from the employing county superintendent.

11.12.t.1. Renewal of the Temporary Authorization for TSS. A candidate for renewal is required to provide documentation that they are making satisfactory progress toward completing all training required by the employing county; and, be recommended for renewal by the employing county superintendent.

11.12.u. Permanent Authorization for TSS. A candidate for a Permanent Authorization for TSS is required to provide documentation that they meet the following criteria: holds a minimum of an AA from an accredited IHE; complete all training required by the employing county; and be recommended by the employing county superintendent.

11.12.v. Permanent Authorization for Computer Science Discoveries. A candidate for a Permanent Authorization for Computer Science Discoveries is required to provide documentation that they meet the following criteria: holds a valid Professional Teaching Certificate or CTE Certificate, completion of a minimum of 60 hours of WVDE-approved professional development learning; and, be recommended by the employing county superintendent.

11.12.w. Permanent Authorization for Introduction to Computer Science. A candidate for a Permanent Authorization for Introduction to Computer Science is required to submit documentation that they meet the following: holds a valid Professional Teaching Certificate or CTE Certificate; completion of a minimum of 60 hours of WVDE-approved professional development learning; and, be recommended for a Permanent Authorization for Introduction to Computer Science by the employing county superintendent.

11.12.x. Permanent Authorization for Computer Science Fundamentals. A candidate for a Permanent Authorization for Computer Science Fundamentals is required to submit documentation that they meet the following criteria: holds a valid Professional Teaching Certificate; completion of a minimum of 50 hours of WVDE-approved professional development learning; and, be recommended for a Permanent Authorization for Computer Science Fundamentals by the employing county superintendent.

11.12.y. Permanent Authorization for Career Technical Education Administrator. A candidate for a Permanent Authorization for Career Technical Education Administrator is required to provide documentation that they meet the following criteria: Has a current Principal endorsement on their professional certificate; successful completion of the state-approved CTE Administrator coursework; completion of a minimum of three years teaching or school level administrator experience and, be recommended for a Permanent Authorization for Career Technical Education Administrator by the employing Superintendent, Multi-County CTE Administrator, or WVSDT Superintendent or designee.

11.12.z. Initial Temporary Authorization for Career Technical Education (CTE) Administrator. A candidate for an initial Temporary Authorization for CTE Administrator is required to provide documentation that they meet the following criteria: has a current Principal endorsement on their professional certificate; has committed to completing the state-approved CTE Administrator coursework; completion of a minimum of three years teaching or school-level administrator experience; and, be recommended for an initial Temporary Authorization for CTE Administrator by the employing Superintendent, Multi-County CTE Administrator, or WVSDT Superintendent or designee.. A Temporary Authorization for CTE Administrator is valid for one year, expires on June 30, and may be renewed once.

11.12.z.1. Renewal of the Temporary Authorization for CTE Administrator. A candidate for renewal is required to provide documentation that they meet the following criteria: verification of progress completing the state-approved CTE administrator coursework; and, receive the recommendation of the county superintendent. A Temporary Authorization for CTE Administrator may be renewed once.

11.12.aa. Temporary Authorization for Future Leaders Program. A candidate for a Temporary Authorization for Future Leaders Program is required to provide documentation that they meet the following criteria:

11.12.aa.1. General Criteria. A certificate to work in West Virginia public schools may be issued to a candidate who is: a United States citizen or 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 assigned duties; and, was 18 years on or before October 1 of the year in which the certificate is issued pursuant to W. Va. Code §18A-3-2a.

11.12.aa.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 warrant denial of a certificate for cause pursuant to W. Va. Code §18A-3-2a and §18A-3-10. Additionally, all candidates are required to provide documentation that they meet the following criteria:

11.12.aa.2.A. Education. Minimum of a high school diploma or its equivalent;

11.12.aa.2.B. Specialized Training. Completion of eligible substitute training;

11.12.aa.2.C. Experience. Service in the armed forces with at least four years of active or reserve experience;

11.12.aa.2.D. Commitment. Commitment agreement to complete the WVDE-approved pedagogy coursework for industry credentials; and,

11.12.aa.2.E. Recommendation. Be recommended by the West Virginia National Guard and the county superintendent where the candidate will be performing duties.

11.12.aa.3. **Validity Period.** The Initial Future Leader Certificate is valid for one year, expires on June 30 of the last year of its validity, and may be renewed year to year for a total of three years.

11.12.aa.4. **Future Leader Certificate Annual Renewal.** A candidate for annual renewal of a Future Leader Certificate is required to provide documentation that they meet the following criteria:

11.12.aa.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 its equivalent of the approved program; and,

11.12.aa.4.B. **Recommendation.** Be recommended for renewal by the West Virginia National Guard and the county superintendent where the candidate is performing duties.

11.12.bb. **Future Leaders Program Authorization.** A candidate for licensure is required to submit documentation that they meet the following criteria:

11.12.bb.1. **General Criteria.** A certificate to work in the public schools of West Virginia may be issued to a candidate who is: a United States citizen or 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 assigned duties ; and, a minimum of 18 years old on or before October 1 of the year the certificate is issued pursuant to W. Va. Code §18A-3-2a; and

11.12.bb.2. **Conditions of Issuance.** All candidates for an initial Future Leaders Program Authorization 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 be sufficient to warrant the denial of a certificate for cause pursuant to W. Va. Code §18A-3-2a and §18A-3-10. The candidate for a Future Leaders Program Authorization is required to submit documentation that they meet the following criteria:

11.12.bb.2.A. **Education.** Holds a minimum of a high school diploma or its equivalent;

11.12.bb.2.B. **Specialized Training.** Successful completion of six semester hours of an IHE's educational pedagogy program; 12 hours of WVDE-approved WVLearns coursework; and, be recommended for a license by the designated official at the IHE through which the program was completed or holds a valid West Virginia Professional Teaching Certificate;

11.12.bb.2.C. **Experience.** Service in the armed forces with at least four years of active or reserve experience; and,

11.12.bb.2.D. **Recommendation.** Be recommended by the West Virginia National Guard and the county superintendent where the candidate will be performing duties.

11.12.bb.3. **Validity Period.** The Future Leaders Program Authorization is valid for three years.

11.12.bb.4. Renewal of the Future Leaders Authorization. A candidate for renewal is required to submit documentation that they meet the following criteria:

11.12.bb.4.A. Completion of Six semester hours or two courses approved by the WVDE completed after the issuance of the certificate being renewed and within the three-year period immediately preceding the date of application; and,

11.12.bb.4.B. Recommendation. Be recommended by the West Virginia National Guard and the county superintendent where the candidate is placed.

11.12.cc. Permanent Future Leaders Authorization. A candidate for a permanent authorization is required to submit documentation that they meet the following criteria:

11.12.cc.1. Education. Holds a minimum of a high school diploma or its equivalent;

11.12.cc.2. Experience. Service in the armed forces with at least four years of active or reserve experience;

11.12.cc.3. Coursework. Completion of 18 hours of WVDE-approved coursework; and

11.12.cc.4. Credentials. Held the three-year Future Leaders Program authorization twice for the entire validity period;

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

11.12.cc.6. Be recommended for a Permanent Future Leaders Authorization by the West Virginia National Guard and the county superintendent where the candidate will be performing duties.

11.12.dd. For issuance of a Permanent Authorization for Driver Education. A candidate is required to submit documentation that they meet the criteria in accordance with section 10; holds a valid West Virginia Professional Certificate that includes grades 9-12 or 9-Adult; has held a valid motor vehicle operator's license continuously for the past five years with a satisfactory driving record certified by 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 the subject of a license suspension or revocation by a DMV, for 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, breath test results, blood test results, or field sobriety test results, has not operated a motor vehicle under the influence of the same; or,

11.12.dd.1. A candidate holding a valid West Virginia Professional Teaching Certificate may apply and be issued a permanent authorization in driver education provided the candidate submits documentation that they meet the following criteria: 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 students and the public; has a satisfactory driving record confirmed by a 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 the subject of a license suspension or revocation by a DMV for 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 the same as established by a preponderance of evidence including, but not limited to, breath test results, blood test results, or field sobriety test results, notwithstanding the lack of a conviction or a DMV suspension or revocation; completion of an orientation program approved by the WVDE; completion of the approved WVDE WVLeads Driver Education Authorization coursework and orientation program; and completes completion of a field driving component under the supervision of a certified driver's education teacher. A candidate issued this credential is required to report any moving violations, including a DUI, to the WVDE within 7 days of the incident.

11.12.dd.2. Restricted Content Endorsement. An individual hired full-time by a county board of education as a Driver Education teacher who is currently enrolled in the WVDE WVLeads Driver Education coursework may be issued a restricted Content Endorsement in Driver Education they submit documentation that they meet the following criteria: 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 students and the public; has a satisfactory driving record confirmed and approved through the 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 the subject of a license suspension or revocation by a DMV for 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 the same as established by a preponderance of evidence including, but not limited to, breath test results, blood test results, or field sobriety test results, notwithstanding the lack of a conviction or a DMV suspension or revocation. A Restricted Content Endorsement is valid for one year, is not eligible for renewal, and only permits the license holder to provide in-class instruction to students. A Restricted Content Endorsement does not permit a license holder to conduct field driving instruction to students. A candidate issued this credential is required to report any moving violations, including a DUI, to the WVDE within 7 days of the incident.

11.12.ee. Waivers are not applicable to section 11.12.dd.

11.12.ff. Temporary Authorization for Developmentally Delayed Special Education. A candidate for a Temporary Authorization for Developmentally Delayed Special Education is required to submit documentation that they meet the following criteria: holds a valid Professional Teaching Certificate endorsed in an eligible area of Special Education; approval from WVDE's Office of Special Education; and, be recommended by the employing county superintendent. A Temporary Authorization for Developmentally Delayed Special Education is valid for one year and may be renewed if the candidate continues to meet employment requirements and is recommended by the employing county superintendent.

11.12.gg. Middle School Mathematics Authorization. A candidate for a Middle School Mathematics Authorization is required to provide documentation that they meet the following criteria: holds a valid Professional Teaching Certificate endorsed in Multi-subjects K-8, completion of the WVDE-approved coursework, approval of the WVDE and is recommended by the employing county superintendent. This authorization is valid for one year and may be renewed if the candidate continues to meet employment requirements, completes required WVDE-coursework, is approved by the WVDE for renewal, and, is recommended for renewal by the employing county superintendent.

11.13.hh. Autism Mentor Permanent Authorization.

11.13.hh.1. General Criteria. The Autism Mentor Permanent Authorization may be issued to a candidate who meets the qualifications of "Aide III" as defined in W. Va. Code §18A-4-8 and is filling a posted as an Autism Mentor by the county school system.

11.13.hh.2. Conditions for Issuance. The candidate for the authorization must meet the qualifications of "Aide III" as defined in W. Va. Code §18A-4-8 and submit documentation that they meet the following criteria: successful completion of staff development program related to providing instructional supports to students with autism as determined by the WVDE and in accordance with Policy 5314.01, and delineated in WVDE's Autism Spectrum Disorders: Services in West Virginia Schools; have two years of successful experience providing classroom instructional supports to students with autism; and, meet the criminal history record check requirements.

11.13.hh.2.a. 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.

11.13.hh.2.b. The Permanent Authorization for Autism Mentor is not eligible for an advanced salary classification or degree recognition.

11.13.hh.3. Validity Period. The Autism Mentor Permanent Authorization shall continue to be valid unless surrendered, suspended, or revoked.

§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 may be issued to a candidate performing duties in a pre-k through grade 3 classroom if the candidate is employed as an ECCAT when they apply for authorization and they hold a high school diploma, WVBE-approved high school equivalent, or a degree, if applicable, through an accredited IHE.

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

12.1.b. Conditions for Issuance. A candidate for an ECCAT Authorization is required to submit documentation that they meet the following criteria: holds a minimum of a high school diploma, a WVBE-approved high school equivalent, or a degree, if applicable, through an accredited IHE; a commitment verifying the candidate's agreement to complete coursework, approved by the WVDE in the areas of early childhood education special education, child development, and early childhood language, literacy, numeracy, which includes classroom management and expectations; and, meets the criminal history record check requirements;

12.1.b.1. Academic Assessment. A candidate hired by a county board of education shall 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. A candidate who has passed the current state competency exam for aides,

administered by a county board of education, and developed pursuant to W. Va. Code §18A-4-8e; or, holds a valid or expired Professional Teaching Certificate or its equivalent is sufficient to satisfy this requirement; and,

12.1.b.2. Be recommended by their employer for an ECCAT I Authorization which shall be either the employing county superintendent or the director of the employing collaborative community program under contract with the employing county board of education.

12.1.c. Renewal of Initial ECCAT I Temporary Authorization. A candidate for renewal is required to submit documentation that they meet one of the following : completion of unduplicated WVDE-approved coursework equivalent to a minimum of three semester hours in the areas of early childhood special education, child development, early childhood language, literacy, numeracy, which includes classroom management and expectations; be newly hired and/or assigned to an ECCAT I position; completion of semester hours for the Apprenticeship for Child Development Program (ACDS) verified by a seal-bearing certificate; completion of semester hours for a CDA Credential verified by a CDA Advisor's signature; or, completion of approved CTE coursework; and,

12.1.c.1 Be recommended by their employer for an ECCAT I Authorization which shall be either the employing county superintendent or the director of the employing collaborative community program under contract with the employing county board of education.

12.1.d. Validity Period. An ECCAT I Temporary Authorization is 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 I Temporary Authorization issued with an effective date prior to July 1, 2023, are eligible to apply for an endorsement for grades 1-3 by completing the required WVDE-approved coursework.

12.2. ECCAT II Permanent Authorization.

12.2.a. General Criteria. An ECCAT II Permanent Authorization may be issued to a candidate performing duties in a pre-k through grade 3 classroom if the candidate is employed as an ECCAT II and holds a high school diploma, WVBE-approved high school equivalent, or a degree, if applicable, through an accredited IHE and has completed the required WVDE-approved coursework.

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

12.2.b. Conditions for Issuance. A candidate for an ECCAT II Permanent Authorization is required to submit documentation that they meet the following criteria: a rigorous standard of quality and demonstrated through a formal state-approved academic assessment that includes, but is not limited to, a measurement of the candidate's subject matter knowledge and ability to assist in instructing reading, writing, and mathematics as well as reading readiness, writing readiness, and mathematics readiness as appropriate. A candidate who has passed the current state competency exam for aides, administered by a county board of education; and developed pursuant to W. Va. Code §18A-4-8e, or has a valid or expired Professional Teaching Certificate or its equivalent is sufficient to meet this requirement; and,

12.2.b.1. A candidate for an ECCAT II Permanent Authorization is also required to meet one

of the following: Completion of a program for the ACDS reflected through a seal bearing certificate issued by the United States Department of Labor or verification of Completion of a program for a CDA Credential verified by a current seal-bearing certificate issued by a CDA National Credentialing Program as well as completion of unduplicated WVDE-approved coursework equivalent to a minimum of three semester hours or WVLeads coursework in each of the two areas of early childhood literacy science of reading and numeracy; completion of unduplicated WVDE-approved coursework equivalent to a minimum of three semester hours or WVLeads coursework in each of the four areas of early childhood special education, child development, early childhood literacy science of reading, numeracy, which includes classroom management and expectations; and,

12.2.b.2. If a candidate is currently employed by a county board of education, multi-county CTE center, or WVSDT, the candidate must be recommended for an ECCAT II Permanent Authorization by the employing county superintendent. If the candidate is not employed by a county board of education, then they are required to submit a recommendation from a personal or professional reference that is not related to, nor residing in the same household as, the candidate.

12.2.c. Validity Period. An ECCAT II Permanent Authorization shall remain valid unless it is surrendered, suspended, or revoked.

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

12.3. ECCAT III Permanent Authorization with Permanent Paraprofessional Certificate.

12.3.a. General Criteria. The ECCAT III Permanent Authorization may be issued to a candidate performing duties in a pre-k through third grade classroom if the candidate holds a high school diploma, WVBE-approved high school equivalent, or a degree, if applicable, through an accredited IHE; a Permanent Paraprofessional Certificate; and has completed the required WVDE-approved coursework.

12.3.a.1. A person employed as an ECCAT in a pre-k through grade 3 program shall hold the authorization for either ECCAT I, ECCAT II, or ECCAT III pursuant to W. Va. Code §18-5-18.

12.3.b. Conditions for issuance. A candidate for an ECCAT III Permanent Authorization is required to submit documentation that they meet the following criteria: a rigorous standard of quality demonstrated through a formal state-approved academic assessment that includes, but is not limited to, a measurement of the candidate's subject matter knowledge and ability to assist in instructing reading, writing, and mathematics as well as reading readiness, writing readiness, and mathematics readiness as appropriate. A candidate who has passed the current state competency exam for aides, administered by a county board of education, and developed pursuant to W. Va. Code §18A-4-8e, or has a valid or expired Professional Teaching Certificate or its equivalent is sufficient to meet this requirement; and,

12.3.b.1. Completion of a program for the ACDS reflected through a seal bearing certificate issued by the United States Department of Labor or verification of Completion of a program for a CDA Credential verified by a current seal-bearing certificate issued by a CDA National Credentialing Program as well as completion of unduplicated WVDE-approved coursework equivalent to a minimum of three semester hours or WVLeads coursework in each of the two areas of early childhood literacy science of reading and numeracy; completion of unduplicated WVDE-approved coursework equivalent to a

minimum of three semester hours or WVLeads coursework in each of the four areas of early childhood special education, child development, early childhood literacy science of reading, numeracy, which includes classroom management and expectations; and,

12.3.b.2. If a candidate is currently employed by a county board of education, multi-county CTE center, or WVSDT, the candidate must be recommended for an ECCAT III Permanent Authorization by the employing county superintendent. If the candidate is not employed by a county board of education, then the educator must secure a recommendation from a personal or professional reference that is not related to, nor residing in the same household as, the candidate.

12.3.c. Validity Period. A candidate who holds an authorization for ECCAT III shall be multi-classified and eligible for aide and/or paraprofessional positions. The ECCAT III authorization remains 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 apply for an endorsement for grades 1-3 by completing the required WVDE-approved coursework.

12.4. Permanent Paraprofessional Certificate.

12.4.a. General Criteria. A Paraprofessional Certificate may be issued to a candidate who meets the general requirements in accordance with section 9 and the general conditions for issuance established in section 12.4.b. The Paraprofessional Certificate entitles the license holder to be employed in a support position including, but not limited to, facilitating the instruction and direct or indirect supervision of students under the supervision of a professional educator. The Permanent Paraprofessional Certificate remains valid unless surrendered, suspended, or revoked.

12.4.b. Conditions for Issuance. A candidate for a Permanent Paraprofessional Certificate is required to submit documentation that they have completed 36 semester hours of postsecondary education reflected on an official seal-bearing transcript or its equivalent in certificates of completion from WVDE's WVLeads courses in the following areas: a minimum of 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 an exemption established in section 10. A valid Apprenticeship for Child Development Specialist (ACDS) certificate issued by the United States Department of Labor (USDOL) for a candidate who entered the program during or after Fall 2002 is sufficient to satisfy the reading requirement; and, meet the following requirements:

12.4.b.1. General Studies. A candidate must have successfully completed a minimum of 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 (USDOL) for a candidate who entered the program during or after Fall 2002 is sufficient to satisfy the general studies course requirements;

12.4.b.2. Computer Literacy. A candidate must have successfully completed a minimum of three semester hours of college/university credit or its equivalent in computer literacy;

12.4.b.3. Special Education. A candidate must have successfully completed a minimum of 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 experience was acquired in a public education classroom setting while the candidate was under direct supervision of a licensed public educator; or has successfully completed the WVLeads Early Childhood Special Needs Inclusion course offered through the WVDE; or holds a valid CDA certificate issued by the Council for Professional Recognition or completion of the CTE ECCAT program ; or holds a valid ACDS certificate issued after 2002 by the USDOL;

12.4.b.4. Classroom Management. A candidate must have successfully completed a minimum of three semester hours of college/university credit or its equivalent in classroom management acquired in a public classroom setting or a non-public school accredited through a WVBE-approved accreditation agency in accordance with 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 if the experience was acquired in the public education classroom setting or a non-public school accredited through a WVBE-approved accreditation agency in accordance with Policy 2330 while the candidate was under direct supervision of a licensed public educator; or hold a valid Apprenticeship for Child Development Specialist certificate issued by the USDOL for a candidate who entered the program during or after Fall 2002; or hold a valid CDA certificate issued by the Council for Professional Recognition;

12.4.b.5. Human Growth and Development. A candidate must have successfully completed a minimum of 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 USDOL for a candidate who entered the program during or after Fall 2002; 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;

12.4.b.6. Electives. A candidate must have successfully completed 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 USDOL 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. A candidate must have met a rigorous standard of quality and demonstrate, through a formal state-approved academic assessment that includes, but is not limited to, a measurement of the candidate's subject matter knowledge and ability to assist in instructing, reading, writing, and mathematics; as well as reading readiness, writing readiness, and mathematics readiness, as appropriate. Paraprofessionals must meet WVBE requirements for the Paraprofessional Certificate. Paraprofessionals who have passed the current state competency exam for aides, administered by a county board of education, and developed pursuant to W. Va. Code §18A-4-8e, is sufficient to meet 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; fulfills all coursework and, assessment criteria;

and be recommended for a Permanent Paraprofessional Certificate by the employing county superintendent.

12.4.c. Certification for Grades 1 through 3. Candidates who hold a Permanent Paraprofessional Certificate is eligible to apply for a PK-3 certification to their Permanent Paraprofessional Certificate by completing the required WVDE-approved coursework. A person holding a Permanent Paraprofessional Certificate without a PK-3 certification is prohibited from being employed in grade 1-3 classrooms.

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. An initial Paraprofessional Certificate Educational Sign Language Interpreter I may be issued to a candidate meeting the requirements in section 12.4.a and section 12.4.b; or, section 12.4.b.8 or its equivalent. A passing score on the Educational Interpreter Performance Assessment-Written Test (EIPA-WT) satisfies the general conditions for issuance if the candidate submits documentation that they meet the following criteria: completed three semester hours of reading; 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.

12.5.a.2. Conditions of Issuance. A candidate for an Initial Paraprofessional Certificate for Educational Sign Language Interpreter I is required to submit documentation that they meet one of the following criteria: had a minimum score of 3.00 on the Educational Interpreter Proficiency Assessment (EIPA); holds a valid National Association of the Deaf (NAD) Certification-Level III or higher; a valid Registry of Interpreters for the Deaf (RID) Certification; a valid National Interpreter Certification (NIC), or a valid state Quality Assurance Screening (QAS) Level II.

12.5.a.3. Validity Period. An 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. An Initial Paraprofessional Certificate Educational Interpreter may only be renewed twice.

12.5.a.4. Renewal of an Initial Paraprofessional Certificate for Educational Sign Language Interpreter I. A candidate for an initial Paraprofessional Certificate is required to provide documentation that they meet the following criteria: completion of a minimum of 15 clock hours of WVDE-approved professional learning activities; beginning July 1, 2021, completion of trauma-informed best practices; completion of the West Virginia Registry of Interpreters requirements; and, be recommended for an initial Paraprofessional Certificate for Educational Sign Language Interpreter I by the employing county superintendent; or, verification of assignment by the county superintendent if the candidate is performing contractual services .

12.5.a.5. Specific Conditions for Issuance. A candidate for a Permanent Paraprofessional Certificate for Educational Interpreter I is required to submit documentation that they meet one of the following criteria: had a minimum score of 3.5 on the EIPA; has a valid NAD Certification-Level IV or higher; a valid RID Certification; a valid NIC; or a valid state QAS Level III; achieved a passing score on the EIPA-Written Test for Content Knowledge; completion of the West Virginia Registry of Interpreters requirements; and, be recommended by the employing county superintendent; or verification of assignment by the county superintendent if the candidate is performing contractual services.

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

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

12.5.b.2. Specific Conditions for Issuance. A candidate for the Permanent Paraprofessional Certificate for Educational Interpreter II is required to submit documentation that they meet the following criteria: had a minimum score of 3.5 on the EIPA; has a valid NAD Certification-Level IV or higher; a valid RID Certification; a valid NIC; or a valid state QAS Level III; and achieved a passing score on the EIPA-Written Test for Content Knowledge; completion of the West Virginia Registry of Interpreters requirements; and, be recommended for a Permanent Paraprofessional Certificate for Educational Interpreter II by the employing county superintendent.

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

12.5.c.1. General Criteria. A candidate for a Restricted Initial Paraprofessional Educational Interpreter must meet all issuance requirements 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. A candidate for a Restricted Initial Paraprofessional Educational Sign Language Interpreter is required to submit documentation that they meet the following criteria: has taken one of the required assessments a minimum of once; submitted a completed Professional Development Plan; agreed to attend all WVDE-approved trainings as required by WVDE; and, be recommended for a Restricted Initial Paraprofessional Educational Sign Language Interpreter Certificate by the employing county superintendent.

12.5.c.3. Validity Period. A Restricted Initial Paraprofessional Certificate for Educational Sign Language Interpreter is valid for one school year and may be renewed twice.

12.5.c.4. Renewal of the Restricted Paraprofessional Certificate for Educational Sign Language Interpreter. A candidate for renewal is required to submit documentation that they meet the following criteria: completed a minimum of 15 clock hours of WVDE-approved professional learning activities; beginning July 1, 2021, completion of trauma-informed best practices; submitted a completed Professional Development Plan; completion of the West Virginia Registry of Interpreters requirements; provided assessment scores annually demonstrating progress toward meeting the required scores established in section 12.5.b.2; and, be recommended for renewal of the Restricted Paraprofessional Certificate by the employing county superintendent.

12.6. Aide V. Special Education Assistant Teacher.

12.6.a. General Criteria. A Temporary Authorization for Special Education Assistant Teacher may be issued to a candidate who is currently employed as a special education assistant teacher that has a high school diploma, a WVBE-approved high school equivalent, or a degree, if applicable, through an accredited IHE. A Special Education Assistant Teacher Temporary Authorization is valid for one school year and, may be renewed twice.

12.6.b. General Conditions for Issuance. A candidate for a Special Education Assistant Teacher Temporary Authorization is required to submit documentation that they meet the following criteria: has a minimum of a high school diploma, a WVBE-approved high school equivalent, or a degree, if applicable, through an accredited IHE; and the candidate's commitment agreement to complete WVDE-approved coursework.

12.6.c. Renewal of Special Education Assistant Teacher Temporary Authorization. A candidate for renewal is required to submit documentation that they meet the following criteria: completion of a minimum of one course of the required WVDE- approved coursework; and be recommended for renewal of the Special Education Assistant Teacher Temporary Authorization by 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 remains valid unless surrendered, suspended, or revoked. A Special Education Assistant Teacher Permanent Authorization may be issued to a candidate that has a high school diploma, a WVBE-approved high school 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 for Behavioral Support Assistant Teacher may be issued to a candidate who is currently employed as a special education assistant teacher that has a high school diploma, a WVBE-approved high school equivalent, or a degree, if applicable, through an accredited IHE. A Behavioral Support Assistant Teacher Temporary Authorization is valid for one school year and may be renewed once.

12.8.b. General Conditions for Issuance. A candidate for a Behavioral Support Assistant Teacher Temporary Authorization is required to submit documentation that they meet the following criteria: has a minimum of a high school diploma, a WVBE-approved high school equivalent, or a degree, if applicable, through an accredited IHE; and, the candidate's commitment agreement to complete WVDE-approved coursework.

12.8.c. Renewal of Behavioral Support Assistant Teacher Temporary Authorization. A candidate applying for renewal is required to submit documentation that they meet the following requirements: completion of the required WVDE-approved coursework; and be recommended for renewal of the Behavioral Support Assistant Teacher Temporary Authorization by 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 remain valid unless surrendered, suspended, or revoked. A Behavioral Support Assistant Teacher Permanent Authorization may be issued to a candidate that has a high school diploma, a WVBE-approved high school equivalent, or a degree, if applicable, through an accredited IHE; and, has completed the required WVDE-approved coursework.

§126-136-13. Grade Level Modification.

13.1. Grade Level Modification. Grade level modifications shall only be approved in accordance with the Grade Level Modification Eligible Areas specified in Appendix A or Appendix B.

§126-136-14. Waivers and Extensions.

14.1. Substitute waivers may be approved for a county superintendent who is unable to fill a long-term substitute position with a person licensed in the area of assignment through a waiver request from the State Superintendent. A written waiver request must include the efforts to employ a fully qualified candidate and copies of the job postings showing two different posting periods. In instances where the employee of record will, or may, return to the position, submission of the job postings is not required. The State Superintendent may approve the waiver if the circumstances warrant approval. However, the county superintendent is required to continue seeking the employment of an educator with the appropriate endorsement(s) to fill 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 of the requirements in section 11.10.a.2.A, section 11.10.a.4.a, or section 11.10.b.2.A that require 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 that includes, but is not limited to, reporting requirements for suspected child abuse; and beginning July 1, 2021, completion of trauma-informed best practices. Classroom observation is prohibited from being included to meet the clock hour requirement. The remaining 12 clock hours of training must be completed during the first semester of employment and in accordance with section 11.9.

14.3. Dual Credit Contracted Services Exemption. An instructional employee of an accredited IHE who is not regularly employed for instructional purposes in a public school in this State pursuant to 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 a Professional Certificate for an employee, including the county superintendent, who meets one of the 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 circumstances established in section 14.5.a. The State Superintendent may approve any request that does not extend the employee's permit or authorization beyond one school year more than once.

14.5.a. Extenuating Circumstances qualifying a First-Class/Full-Time Permit/Out-of-Field Authorization for issuance or extension.

14.5.a.1. Unavailability of Coursework. The county superintendent shall submit documentation from the designated official at the IHE through which the candidate is completing the state-approved program verifying that none of the required coursework was available during the school year;

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

14.5.a.3. Hardship. The county superintendent shall submit the candidate's explanation of how another major hardship 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 a county-based alternative program without first being issued an alternative teaching certificate in accordance with Policy 5901 and W. Va. Code §§18A-3-1a through 18A-3-1i; and must complete a West Virginia State Police and FBI criminal history record check as required by section 9 and W. Va. Code §18A-3-10.

15.2. Conditions of Issuance. An Alternative Teaching Certificate shall only be issued in areas of shortage included in their WVBE-approved alternative certification program. An Alternative Teaching Certificate shall be issued initially for one year and may only be renewed twice. An application received after January 1 is valid through the following school year with an expiration date of June 30.

15.2.a. General Education Teacher.

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

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

15.2.b. Special Education Teacher.

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

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

15.2.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 established in Policy 5901.

15.3. Renewal of Alternative Teaching Certificate requires the candidate to meet criteria established in Policy 5901 and receive the recommendation of the employing county superintendent.

15.4. Conversion of the Alternative Teaching Certificate to a Provisional Alternative Certificate. A candidate applying to convert their Alternative Teaching Certificate to a Provisional Alternative Certificate

is required to submit documentation that they meet the following criteria: successful completion of a WVBE-approved program for alternative certification in accordance with Policy 5901; be recommended by the employing county superintendent; have a minimum overall cumulative 2.50 GPA; and, have the minimum proficiency scores for all 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 for professional education as specified in the directory or meet a qualifying exemption established in section 10.

15.5. Renewal of a Provisional Alternative Certificate requires the candidate to meet all requirements established in section 10.1.d and may be renewed twice.

15.6. A Provisional Alternative Certificate may be converted to an Initial Professional Teaching Certificate if it meets the requirements established in 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 borders utilizing consistent standards for certification for education personnel. Although West Virginia participates in this interstate compact agreement, specific requirements for issuing certifications to out-of-state candidates are established 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 the certification of a candidate meeting equivalent standards at IHEs in other states who has passed the appropriate WVBE-approved basic skills and subject-matter tests; has completed three years of successful full-time experience in a public school within the last seven years in the area the licensure is being sought; or, has completed the WVBE-approved alternative route to certification established in section 15.

16.2. Recognition of Out-of-State Certificates. A Professional Teaching, Administrative, or Student Support Certificate for employment in a West Virginia public school may be issued to an eligible out-of-state candidate that submits documentation that they meet the following criteria: holds a valid out-of-state certificate equivalent to the Professional Teaching, Administrative, or Professional Certificate of eligibility issued by another state that meets all of the requirements of that state for full certification except employment; has graduated from an approved teacher education program at an accredited IHE or EPP approved in the licensing state; and, passes 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 established in section 10.1.d.5, except coursework or 10.1.e, may be issued an initial Professional Teaching Certificate.

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

16.3. Application for West Virginia Certification with a Valid Out-of-State Certificate. A candidate is required to submit a copy of their valid out-of-state certificate with the appropriate application to ensure accurate interpretation of the out-of-state certificate. The WVDE may issue to an out-of-state candidate any endorsement included on their valid out-of-state certificate that is currently offered by the State of

West Virginia. If the valid out-of-state certificate includes any endorsement(s) not currently offered by this state, 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 utilized to meet the criteria required for certification to teach in the endorsement areas for which West Virginia currently requires certification.

16.3.a. Exception. Speech Language Pathologists who are licensed in a state where the agency or licensing board responsible for issuing certificates for employment in the public schools of that state no longer requires Speech Language Pathologists licensure may apply for a West Virginia Student Support Certificate if the candidate submits documentation that they meet the following criteria: holds a certificate recognized by the issuing state's licensing board or agency authorizing them to work in a public school of that state; and, the requirements required in section 10.

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

16.4.a. A candidate applying for an initial West Virginia Professional Teaching Certificate with a valid out-of-state teacher certificate after October 1, 2024, may be issued a Non-Transferrable Professional Teaching Certificate valid for three years. The three-year, Non-Transferrable Professional Teaching Certificate is renewable if the requirements established in section 10 have been met. A candidate who successfully completes a WVBE-approved Teacher Performance Assessment in accordance with Policy 5100 may convert the certificate to a transferable Professional Teaching Certificate upon application. A converted teaching certificate expires in the same year as the original non-transferrable certificate.

16.4.a.1. Exception. A candidate who is licensed in another state may use five years of full-time teaching experience in one or more area(s) of endorsement on the certificate or who successfully completed a nationally-normed TPA adopted by the licensing state; or who previously completed five years of full-time teaching experience with a minimum of one year in a West Virginia public school or accredited non-public school in accordance with Policy 2330 may be issued a transferable teaching certificate.

16.4.b. Permanent Professional Teaching Certificate. If a valid out-of-state certificate is listed as permanent by the issuing state and the candidate submits documentation that they have a minimum of five years of full-time experience in the endorsements area(s) included on the valid certificate, they may be issued a West Virginia Permanent Professional Teaching Certificate upon satisfactory completion of the licensure application process.

16.4.c. Provisional Administrative Certificate. A candidate applying for an 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 may be issued 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 required by W. Va. Code §18A-3A-3, a candidate may be issued a Professional Administrative Certificate valid for five years. An individual holding a Provisional Administrative Certificate may be employed as an administrator in a West Virginia public school but is not permitted to perform evaluations until the candidate holds an initial Administrative Certification with the completion of the ELI.

16.4.d. **Permanent Administrative Certificate.** A candidate who holds a Permanent Administrative Certification on a valid out-of-state certification may be issued a West Virginia Provisional Administrative Certificate upon employment in an administrative role; completion of the comprehensive ELL; and, verification of five years of experience acquired under a valid certificate.

16.5. **Issuance of a West Virginia Professional Certificate based on a valid, out-of-state certificate.** A candidate 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 a candidate that submits documentation that they meet 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 entity in another state, territory, or protectorate of the United States.

16.6.a. **Conditions of issuance.** A candidate applying for licensure is required to submit documentation that they meet the following criteria: their spouse is assigned to a duty station in West Virginia or at a military installation within 50 air miles of a West Virginia border; has been 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, passes a West Virginia State Police and FBI criminal history record check pursuant to W. Va. Code §18A-3-10. The candidate may be issued an equivalent credential if one exists.

16.6.b. **Validity Period.** A Temporary Professional Teaching Certificate or eligible permit issued to a military spouse shall be valid in accordance with the allowable validity period for the issued credential and adherence to the renewal requirements of the specific credential as required by the applicable section of this policy.

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

17.1. A professional, initial, or eligible certificate may be issued 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.** Pursuant to W. Va. Code §18A-3-2a, An Exchange/Visiting teacher who is a non-United States citizen and participates in a program or exchange recognized and/or approved by the WVDE may be issued a Non-United States Citizen Permit.

17.2.b. **Conditions of issuance.** An Eligible candidate applying for a Non-United States Citizen must hold a valid Permanent Resident Card, Employment Authorization Document (EAD), or work permit issued by the United States Citizenship and Immigration Services (USCIS) pursuant to W. Va. Code §18A-3-1, and submit documentation that they meet the following criteria:

17.2.b.1. had a foreign credential evaluation by a WVDE-approved foreign credential evaluation agency verifying that the candidate has completed the equivalent of an approved educational personnel preparation program in the United States in a specialization offered in West Virginia, with or

without the required tests in pre-professional skills and Content and/or Professional Education; or holds the necessary credentials in another country to teach in the public schools of that country; 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.** A candidate applying for renewal of a Permit for Non-United States Citizen is required to submit documentation that they meet the requirements established in section 10.4.a.1 and the following criteria:

17.2.c.1. A 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) or appropriate visa pursuant to W. Va. Code §18A-3-1.

17.2.c.2. After becoming a United States citizen or meeting the conditions established in section 10, a candidate is eligible to apply for an Initial Professional Teaching Certificate.

17.2.d. **Validity.** The Permit for Non-United States Citizen is 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 this State shall hold a valid certificate for the specialization(s) and grade level(s) to which they are assigned pursuant to 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 level(s) reflected on their certificate unless the educator was granted a Permanent Authorization under a previous policy as per Appendix B. The Permanent 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 Professional Teaching Certificate with an endorsement appropriate to the grade level(s) of instruction. Home/hospital instruction for an eligible student with an exceptionality requires that the special education teacher who is implementing the student's special education services in an out-of-school environment placement must hold a Professional Teaching Certificate with an endorsement in 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, but are not limited to, performing arts, professions, and CTE specializations. A county board of education may utilize these individuals in accordance with a locally adopted policy provided they 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 hold 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 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 less (short-term) may substitute in a specialization not reflected on their certificate. Individuals who hold a Clinical Experience Permit, a Restricted Clinical Experience Permit, or a Long-Term Year-Long Residency Permit may be employed as a substitute once they complete the necessary requirements in accordance with Policy 5100. A retired CTE instructor holding a valid CTE Certificate may be employed as a Short-Term Substitute in their program of study.

18.9. Assignment of Speech Language Pathologist. An educator licensed as a speech/language pathologist grade K-12 is authorized to provide services to students in grade level(s) pre-k-Adult, provided the educator applies and is issued 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 is authorized to: deliver the instructional support to a student with English Learners (EL), whose assessment indicates the instructional goals and objectives can be delivered in a regular education program with support for the ESL teacher; 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 would 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 an 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 is instructed using 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. A Speech Assistant shall conduct only specific components of a speech and language delivery program under the direction and guidance of a certified SLP. A Speech Assistant, with the appropriate authorization, may perform tasks that are within their scope of responsibilities that they have the training and expertise to perform as determined by the WVDE Office of Special Education. A Speech Assistant may be employed only when a fully West Virginia-certified SLP did not apply for the vacant position.

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 but may not be assigned as the teacher of record in a kindergarten classroom pursuant to W. Va. Code §18-20-1a.

18.15. Assignment of Special Education Teachers. A teacher 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. A teacher 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 serve students in grades K-Adult. A teacher 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 serve students in grades pre-k-Adult. All programmatic level modifications included listed in this section require the teacher to apply for, and to be issued, the appropriate licensure from the WVDE.

18.16. Assignment of School Nurse. A School Nurse 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 issued 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 pursuant to W. Va. Code §18-5-22 and W. Va. 126CSR25A, Policy 2422.7, Standards for Basic and Specialized Health Care Procedures (Policy 2422.7).

18.16.a. A School Nurse holding a Long-Term Substitute Permit is prohibited from performing substitute teaching duties in any area other than School Nurse unless the requirements in section 11.10.b 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 does not require a specific endorsement referenced in the West Virginia Education Information System (WVEIS) course code manual; however, the position must be filled by a person holding 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 a paid or volunteer Athletic Coach must hold a valid Coaching Authorization; a Professional Certificate (Teaching, Student Support, Administrative); Long-Term or Short-Term Substitute Permit in a teaching area; or a JROTC Authorization, or a CTE certificate. A county board of education is prohibited from employing a candidate in good faith on the anticipation that they are eligible for a certificate.

18.20. Assignment of Athletic Trainer. An individual assigned in the role of an athletic trainer must hold a valid Athletic Training Authorization, be certified in athletic training through the Board of Certification, Inc, and registered with the West Virginia Board of Physical Therapy. An individual serving in the role of an athletic trainer is prohibited from being assigned simultaneous coaching responsibilities in the same sport. It is the responsibility of the individual holding the Athletic Training Authorization to

determine whether or not an injured student athlete participates in a game or practice. A county board of education is prohibited from employing a candidate in good faith on the anticipation that they are eligible for a certificate.

18.21. **Assignment of Authorized Limited Sports Trainer.** An individual assigned in the role of a Limited Sports Trainer must hold a valid Limited Sports Training Authorization. An individual serving in the role of Limited Sports Trainer is prohibited from being assigned simultaneous coaching responsibilities in the same sport. It is the responsibility of the individual serving in the role of a Limited Sports Trainer to determine whether or not an injured student athlete participates in a game or practice. A county board of education is prohibited from employing a candidate in good faith on the anticipation that they are eligible for a certificate.

18.22. **Assignment of a Temporary Coach or a Temporary Trainer.** In the event the assigned Athletic Coach or Athletic Trainer or Limited Sports Trainer cannot be present, the county may assign once during the coaching/Training assignment season for that sport/activity, an individual with a medical background that includes, but is not limited to, a chiropractor, physical therapist, RN, licensed practical nurse, physician's assistant, paramedic, occupational therapist, emergency medical technician, or nurse practitioner to fulfil the duties of the Coach or Training role for not more than three consecutive days. A county board of education is prohibited from employing a candidate in good faith on the anticipation that they are 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 a CTE Administrator.

§126-136-19. Special Education.

19.1. The Gifted Education specialization shall be issued to a candidate holding a Professional Teaching Certificate. The endorsement shall be issued for grades 1-12 grade levels. A candidate previously issued a Gifted Education endorsement for only those grade levels that appeared on their General Education or CTE Certificate may apply for a 1-12 grade level endorsement.

19.2. **Consultative Special Education Teacher.** A special education teacher may serve in a consultative role to content-certified and general education teachers providing direct initial instruction to special education students. A Consultative Special Education Teacher must meet state certification requirements with the appropriate endorsement in special education in the served student's primary exceptionality.

19.2.a. **Duties of Consultative Special Education Teacher.** The duties of a Consultative Special Education Teacher include, but are not limited to, 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 an IEP. A Consultative Special Education Teacher is not the teacher of record for students to whom they are providing services.

19.3. **Alternative Option for Additional Endorsement in Special Education.**

19.3.a. Additional Endorsement in Autism. A candidate who holds a Professional Teaching Certificate endorsed in Emotional/Behavior Disorders, Multi-Categorical Special Education, Mental Impairment (Mild/Moderate), Severe Disabilities, Pre-School Special Needs, or their equivalent in accordance with this policy, may apply and be issued an additional endorsement in Autism if the candidate has successfully completed six semester hours of coursework with a letter grade of "B" or above in Autism from an accredited IHE in accordance with section 19.3.a.1.

19.3.a.1. Field Experience. A minimum of 50 percent of three of the six mandatory semester hours of coursework must be comprised of field-based experiences or the 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. A candidate 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, Pre-School Special Needs, or their equivalent in accordance with this policy may be issued a restricted Content Endorsement in Autism if they are enrolled in, or have completed, the mandatory six semester hours of coursework in accordance with section 19.3.a; and, submit verification of holding a professional teaching certificate endorsed for one of the areas identified in this section and of the candidate's enrollment in six semester hours of mandatory coursework for Autism in accordance with section 19.3.a.

19.3.a.3. Validity Period. The Restricted Content Endorsement for Autism is valid for one year and may be renewed once with verification of a minimum of three completed hours of the Autism coursework with a 3.00/B GPA in each course from an accredited IHE that offers Autism-specific coursework.

§126-136-20. Athletic Training and Limited Sports Training.

20.1. General Requirements. A county board of education is required to employ an individual as a registered athletic Trainer(s), or an individual(s) with a limited sports training authorization, to perform duties during football practices and games for grades 9, 10, 11, and 12. A school serving students in grades 9, 10, 11, and 12 that does not have an athletic trainer or an individual with a limited sports training authorization, is prohibited from participating in football practices or games. A candidate applying for an Athletic Training or Limited Sports Training Authorization is required to submit documentation that they meet the applicable general requirements for licensure in accordance with section 9. A county board of education is prohibited from employing a candidate for an Athletic Trainer or Limited Sports Trainer in good faith on the anticipation that the candidate is eligible for a certificate. An Athletic Training or Limited Sports Training Authorization is effective for the employment start date provided on the candidate's application or the date that the application was received by the WVDE, whichever occurs last.

20.2. Athletic Training Authorization. A candidate applying for an Athletic Training Authorization is required to submit documentation that they are certified as in athletic training through the Board of Certification, Inc. for Athletic Trainings and registered with the West Virginia Board of Physical Therapy. An Athletic Training Authorization may be renewed annually upon application and submitting documentation that the candidate has a valid West Virginia Board of Physical Therapy registration and is recommended for reissuance by the employing county superintendent. Additionally, an individual employed for the purpose of athletic trainings shall attend the required athletic trainer workshop provided by the WVSSAC.

20.3. Limited Sports Training Authorization. If a county board of education cannot employ an individual in athletic training, they may employ an individual with a medical background including, but not limited to, a chiropractor, a physical therapist, an RN, a licensed practical nurse, a physician, a physician's assistant, a paramedic, an occupational therapist, an emergency medical technician, or a nurse practitioner for a Limited Sports Training Authorization. An individual employed under this section shall complete the requirements established for a Limited Sports Training Authorization and submit documentation that they hold a high school diploma or a state-approved high school equivalent.

20.3.a. A county board of education is required to post a position for Athletic Trainer(s) with a closing date prior to the WVSSAC season start date for fall sports. If an authorized or authorization-eligible athletic trainer does not apply for the position, the county board may employ an individual from the list of health care professionals in accordance with section 20.3. The county board of education, along with the candidate, must complete the appropriate WVDE application for licensure with documentation that the candidate meets the following criteria: holds a high school diploma or state-approved high school equivalent; holds a valid health care provider license; and, has completed the athletic training workshop required and provided by the WVSSAC; or assurance that the candidate will attend the athletic trainer workshop pursuant to the WVSSAC guidelines.

20.3.b. Renewal of a Limited Sports Training Authorization. A Limited Sports Training Authorization may be reissued annually upon application submitted with documentation that the candidate holds a valid health care provider license and is recommended for reissuance by the employing county superintendent.

20.4. Student Support Certificate for Athletic Trainer. Student Support Certificates for Athletic Trainer issued prior to July 1, 2011, may be renewed in accordance with the renewal requirements for a Professional Student Support Certificate in accordance with section 10. Initial Professional Student Support Certificates for Athletic Trainer will not be issued after July 1, 2011.

20.5. A county superintendent aware of any act(s) on the part of any individual licensed athletic trainer or limited sports trainer for which a certificate may be revoked is required to report the information, including all facts and evidence, to the State Superintendent for any action the State Superintendent deems appropriate. Additionally, the county superintendent is required to report any act of misconduct committed by a licensed athletic trainer to the West Virginia Board of Physical Therapy and any other appropriate licensing entities.

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

21.1. Criteria for Additional Endorsement(s) to an Existing Certificate. A candidate holding a West Virginia Professional Certificate may be issued an additional endorsement if they submit documentation that they meet the following criteria: had a minimum of a 2.50 GPA in the area(s) for which they are applying for an additional endorsement; and the requirements established in Policy 5100, if the candidate's application for an additional endorsement is based on program completion at a West Virginia EPP; or, be recommended by an eligible out-of-state program if the candidate completed an out-of-state program; and the testing requirements for the new content specialization if a test is available. A candidate holding an endorsement in programmatic level 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 five years full-time teaching experience in a West Virginia public school under that license.

21.2. For issuance of an Additional Endorsement Based on Content Proficiency. A candidate holding a valid West Virginia Professional Teaching Certificate, excluding the Provisional Alternative Certificate, may apply for an additional endorsement in an additional area of certification by submitting documentation that they meet the following criteria: had a passing score on the appropriate content area test effective in current policy or was in the effective policy when the test was taken and has not been removed from policy for over five years that is required of other teachers for certification in that area. The exemptions established in section 10.1.e.2.A.1 are not applicable for the additional endorsement based on content proficiency request.

21.3. Exceptions. An additional endorsement based on content proficiency in accordance with section 21.2 may not be issued for a Professional Student Support Certificate, Professional Administrative Certificate, or any Alternative Provisional Certificate.

21.4. For issuance of an Additional Endorsement for Driver Education. A candidate applying for an additional endorsement for Driver Education is required to submit documentation that they meet the following criteria:

- 21.4. a. compliance with the requirements established in section 10;
- 21.4. b. completion of an approved preparation program in driver education;
- 21.4. c. holds a valid West Virginia Professional Certificate;
- 21.4. d. has consistently held a valid motor vehicle operator's license for the past five years;
- 21.4. e. has a satisfactory driving record verified by a certified copy of the candidate's driving record from the DMV in each state where the candidate was licensed during the past five years if a driving record has not been submitted to the WVDE within the previous 30 days;
- 21.4. f. has not accumulated nine or more points on the candidate's driving record from a DMV during the past five years; and,
- 21.4. g. has not been convicted and/or the subject of a license suspension or revocation by a DMV for 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 the same as established by a preponderance of evidence including, but not limited to, breath test results, blood test results, or field sobriety test results, notwithstanding the lack of a conviction or a DMV suspension or revocation. A candidate holding this credential shall report any moving violations, including a DUI, to the WVDE within 7 days of the incident.
- 21.4. h. Waivers are not applicable to section 21.4.

21.5. Additional CTE endorsements shall be issued in accordance with the West Virginia CTE Endorsement and Testing Manual and section 10.5.b.4.

21.6. An Additional Endorsement in ASL may be issued to a candidate holding a Professional Teaching Certificate if the candidate submits documentation that they had a qualifying score on the WVBE-required exam in accordance with the Licensure Testing Directory.

21.7. An Additional Endorsement in Chinese. An educator holding a West Virginia Professional Certificate endorsed in a programmatic level and area specified in Appendix A may apply for an additional endorsement in Chinese if the candidate submits documentation that they have completed an approved program in accordance with section 21.1, or a proficiency-based Chinese language learning and certificate program for teachers; and, had a minimum score of Level V on the Hanyu Shuiping Kaoshi proficiency test.

21.8. An Additional Endorsement to a valid West Virginia Professional Administrative Certificate may be issued to a candidate holding a valid West Virginia Professional Administrative Certificate if the candidate submits documentation that they meet the following criteria: completion of an approved program for either Principal, Superintendent, or Supervisor of General Instruction; achieved passing scores for the current WVBE-required exam in accordance with WVBE policy; and, is recommended for the additional endorsement by the institution where the program was completed. A candidate who passed 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. An Additional Endorsement for Superintendent may be issued to a candidate holding a valid West Virginia Professional Administrative Certificate if the candidate submits documentation that they meet the following criteria: has either completed an approved program for a Superintendent endorsement with the recommendation of the institution, or completed the WVDE New and Aspiring Superintendent Leadership Training; and, verification of a minimum of 10 years of administrative experience at the county or school level. A candidate for an additional endorsement for Superintendent is required to have achieved passing exam scores on file required for the Administrative Certificate when their Administrative Certificate was first issued or passing scores on the current WVBE-required.

§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.

22.2. Advanced Salary Classification for Teaching, Student Support, or Administrative Certificates or equivalent. 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. The college/university coursework utilized for advanced salary purposes must be completed at an accredited IHE except coursework completed for a CTE advanced salary classification recognized on a CTE Certificate must have been completed at an accredited IHE. Equivalent certificates are defined in section 4. For purposes of advance salary classification, a foreign credential evaluation report shall include the number of equivalent semester hours completed.

22.2.b. Graduate coursework completed after July 1, 1994, utilized for advance salary purposes shall be: related to the public education program in accordance with section 9.10.g; 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; or,

coursework related to the mission and goals of the WVBE. Undergraduate level coursework for advanced salary purposes shall be related to public education, as defined in section 9.10.g.

22.2.b.1. Exception. Graduate coursework for Chief School Business Official and Professional Accountant must be related to the endorsement area on the Professional School/County Business Official certificate.

22.2.c. Duplicate credit is not permitted for advanced salary purposes.

22.2.d. Master's Degree Salary Classification. An individual holding a professional certificate or its equivalent and an MA based on less 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 shall be included 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, Administrative Certificate, or its equivalent is eligible for a BA+15 salary classification upon completion of 15 semester hours of coursework leading to the MA in the specialization the permit is being issued. Advanced degree level recognition is prohibited for permits or authorizations issued pursuant to W. Va. Code §18A-4-1. Equivalent certificates are treated as professional equivalents and eligible for an advanced salary classification.

22.2.e.1. Exception for Degree Recognition. An individual holding a Juris Doctor (JD) or Education Specialist (Ed.S) advanced degree equivalent to a master's degree or higher, which is not recognized by the WVBE, may be eligible for 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. A candidate may utilize 15 semester hours of undergraduate level credit from an accredited IHE for an advanced salary classification if the hours were related to the public education in accordance with section 9.10.g. Undergraduate level coursework shall 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 an advanced salary classification.

22.2.g. Effective Date. The effective date of any advanced salary classification is limited to the date that all requirements were met for the advanced salary were completed as verified on an official college/university transcript but is prohibited from exceeding three months prior to the date the application was received by the WVDE in accordance with section 9.10.

22.2.h. An individual holding an expired certification is not eligible for an advanced salary classification or advanced degree level.

22.3. Salary Classification for a CTE Permit or Certificate. The basic salary for a CTE Permit holder shall be based on a CTE salary of BA, while the salary for a CTE Certificate holder may be a higher CTE

salary level based on degrees earned and/or completed coursework. CTE advanced salary classifications are recognized only on a CTE Certificate. Advanced salary classifications for a CTE Certificate may not exceed a classification of MA+45. A CTE advanced salary classification for an educator whose CTE Certificate is not based on a degree includes CTE BA+15, CTE MA, CTE MA+15, CTE MA+30, and CTE MA+45.

22.3.a. **Additional CTE Salary Classification.** A CTE educator who received an advanced salary classification under previous provisions is eligible for an additional salary classification after completing 15 semester hours of additional college coursework through an accredited IHE for each new salary classification.

22.3.b. **CTE Coursework Update.** Completion of 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 holding a permanent CTE Certificate may be eligible for a MA+30 CTE salary classification based on earning a BA from an accredited IHE. An educator holding a permanent CTE Certificate may be eligible for an MA+45 CTE salary classification based on earning a BA+15 semester hours of graduate credit from an accredited IHE or based on earning a MA. A Registered Nurse holding an Adult Permit and teaching an LPN Program may be eligible for an MA+45 CTE salary classification.

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

22.3.e. **Recommendation.** A CTE Educator is required to be recommended for an advanced salary classification by the designated official at the WVDE Office of CTE.

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

23.1. Tuition Reimbursement for Certificate Renewal or Shortage Areas.

23.1.a. Pursuant to W. Va. Code §18A-3-3a, an educator applying for tuition reimbursement is required to submit documentation that they meet the following criteria: holds either a valid West Virginia Professional Teaching, Student Support, or Administrative Certificate, or one of these Professional Certificates and a First Class Permit for full-time employment seeking an additional endorsement in a shortage area, and resides in the state or is employed regularly for instructional purposes in a West Virginia public school; or is seeking certification renewal, and has a continuing contract with a county board of education or eligible public school employment. Provided, tuition reimbursement is contingent upon available funding through legislative appropriations.

23.1.b. **Limitations.** Reimbursement for coursework is limited to the cost of tuition, registration, and other required fees for appropriate college/university coursework used for certificate renewal or in a verified shortage area. Reimbursement for an educator who attends an out-of-state IHE pursuant to W. Va. Code §18A-3-3a(d)(2), or a private IHE is limited to the amount of the highest corresponding tuition

charged at a West Virginia state-supported IHE. Reimbursement for coursework completed towards certification renewal or in a shortage area is limited to 15 semester hours of courses. Reimbursement for coursework completed in an area of critical shortage takes precedent over coursework completed for renewal pursuant to W. Va. Code §18A-3-3a(f). For reimbursement of shortage area coursework, the shortage area must be verified by the county of employment and the educator must have 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 on a first-come, first-served basis and contingent on available funding. Coursework completed prior to the beginning 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 is not eligible for reimbursement by the WVDE for the tuition/fees covered by the subsidy. Only expenses incurred personally by the educator are 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, by providing financial assistance to participating classroom teachers.

23.2.b. Limitations. The number of teachers reimbursed in any fiscal year is contingent on available funding provided by legislative appropriation 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, is not eligible for reimbursement by the WVDE for the fees covered by the subsidy. Only expenses incurred personally by the teacher are reimbursable.

23.2.d. Reimbursement Schedule. For initial NBPTS board certification, a classroom teacher may be reimbursed once for enrollment and once for completion of the NBPTS Certification Program. Program completion shall be defined as the completion of four components verified by the NBPTS. The program must be completed within the general timeframe permitted by the NBPTS unless an extension for program completion is granted by the NBPTS. For NBPTS board certification Maintenance of Certification (MOC), a 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. Pursuant to W. Va. Code §18A-4-2a(d), fee reimbursements shall be processed and distributed as follows: one-half of the program fee shall be paid for reimbursement once to a teacher enrolled in the NBPTS certification program that submits an application that includes documentation verifying enrollment, the payment for two components, and the registration fee; the remaining one-half of the program fee shall be paid for reimbursement once to a teacher who submits an application that includes documentation verifying payment for the final two components, the registration fee, and submission of all four components to the NBPTS for final scoring. Additionally, MOC fee reimbursement is available for each successful MOC as verified by the NBPTS. An application for fee reimbursement must be received by the WVDE no later than June 15 annually.

23.2.f. Extra expenses reimbursement. A classroom teacher who achieves NBPTS Certification is eligible for reimbursement of the actual expenses incurred for initial National Board Certification only and a maximum of \$600.00 for non-durable goods as specified in the Internal Revenue Service (IRS) guidelines by applying for reimbursement and submitting documentation of the following: NBPTS board certification, as verified by the NBPTS; original receipts for the expenses incurred; and, other documentation that may be required. Any subsidy funding received by a teacher for retake fees is considered as partial or complete payment of the \$600.00 allowance permitted for actual expenses incurred.

23.2.g. NBPTS Salary Supplement. A classroom teacher who becomes NBPTS certified shall receive an annual salary supplement of \$3,500.00 for the life of the certificate, up to five years for any one certificate, if the teacher's application includes documentation that they have become NBPTS certified and are employed as a public school classroom teacher. The annual salary supplement shall be in addition to any amounts prescribed in the applicable state minimum salary schedule the teacher is entitled to receive, paid in equal monthly installments, and considered a part of the state minimum salaries for teachers. The state salary supplement expires at the same time the NBPTS board certification expires; therefore, a classroom teacher who successfully completes NBPTS MOC Certification is required to apply for a salary supplement renewal.

23.2.h. NBPTS Certificate Recognition without Salary Supplement. An individual who is NBPTS certified 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 available to employed, fully certified West Virginia public school classroom teachers.

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, holding 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), that meet eligibility criteria pursuant to W. Va. Code §18A-4-2b by providing a statewide salary supplement and reimbursement program for fees and actual extra expenses incurred toward attainment of their initial advanced certification for 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 is limited to 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 specified in section 23.3.b. The total number of professional personnel reimbursed in any fiscal year is dependent upon the available funding through legislative appropriation 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 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 expires first, with an additional 115 professional personnel allowable every 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 every fiscal year thereafter.

23.3.e. Deadlines. Applications shall be accepted annually from January 1 through September 15 for processing for SLPs, counselors, school psychologists and school nurses. Applications received after the September 15 deadline through December 31 shall be automatically denied for reimbursement and salary supplement. Beginning January 1 annually, 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 employed in West Virginia public schools as an SLP, counselor, school psychologist, or school nurse are eligible for the 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 is eligible to apply for reimbursement of one-half of the program fee for enrollment and one-half of the fee for completion, a maximum of \$600.00 for extra expenses incurred for the initial certification, as specified in the IRS guidelines, by applying for reimbursement and submitting documentation of the following: payment verification of the advanced certification program fee(s); verification that the candidate is enrolled in, or has completed, the advanced certification process; 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 permitted expenses incurred, if applying for completion fees or extra expenses and verification of the criteria specified in section 23; and other documentation that may be required.

23.3.g. Procedures for requesting National Certification Salary Supplements. Eligible professional personnel who complete advanced ASHA, NBCC, WVBEC, NASP, or NBCSN certification is eligible for the annual salary supplement if their application includes the following documentation: 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 in accordance with section 23; and, verification of current employment in the West Virginia public schools as a SLP, counselor, school psychologist, or school nurse. The state salary supplement expires at the same time the national certification expires; therefore, a professional who successfully completes a national certification program is required to apply for a salary supplement renewal.

§126-136-24. Advanced Credentials.

24.1. Advanced Credentials are awarded to educators 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 vary and be specific to that advanced credential. Any Advanced Credential that is not issued on a permanent basis expires on June 30 of the year it is set to expire. An Advanced Credential issued on a permanent basis shall remain valid if the Professional Teaching Certificate or CTE Certificate remains valid and the Advanced Credential has not been surrendered, suspended, or revoked.

24.3. Conditions of Issuance. A candidate for an Advanced Credential is required to submit documentation that they satisfy the specific conditions for issuance for the specialization the Advanced Credential is requested.

24.4. Types of Advanced Credentials. All Advanced Credentials shall be approved by the WVBE before being available or issued to eligible candidates.

24.4.a. Technology Integration Specialist. The Technology Integration Specialist serves public schools in an instructional support capacity. A candidate for Technology Integration Specialist is required to submit documentation that they meet the following criteria: holds a valid West Virginia Professional Certificate, or an Adult Certificate endorsed for Adult Basic Education in accordance with section 11.11; completed training required by the employing county; and is recommended by the employing county superintendent. The Technology Integration Specialist Advanced Credential shall be issued on a permanent basis and remains for as long as the Professional Teaching Certificate is valid provided the Advanced Credential has not been surrendered, suspended, or revoked.

24.4.b. Advanced Placement Teacher. An Advanced Placement Teacher delivers instruction in college-level courses, approved by the College Board, in the high school setting. An Advanced Credential endorsed for an Advanced Placement Teacher is required for licensure when a job posting requires the Advanced Placement credential, is valid for three years, and expires on June 30 of the year it is set to expire. A candidate for an Advance Placement Teacher Credential is required to submit documentation that they meet the following criteria: holds a valid West Virginia Professional Certificate; successfully completed the Advanced Placement Course Audit required by the College Board; is recommended for the Advanced Placement Teacher Credential by the employing county superintendent; and, completed one of the following:

24.4.b.1. Advanced Placement Institute. Successfully completed 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 Credential was completed subsequent to June 1, 2005; or,

24.4.b.2. Acceptance by the College Board to read exams and participate in a minimum of 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 completed at least three semester hours of coursework directly related to the Advanced Placement course for which they applied for an Advanced Placement Credential.

24.4.b.3. Renewal of Advanced Placement Teacher. A candidate for renewal of an Advanced Placement Credential is required to submit documentation that they successfully completed the requirements in accordance with section 24.4.b within five years of the date of application and prior to apply for renewal.

24.4.c. Personal Finance Education Specialist. The Advanced Credential for Personal Finance Education Specialist endorsement may be issued to a candidate who has completed the professional learning offered and/or 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 for Personal Finance Education is valid for three years and expires June 30 of the year it is set to expire.

24.4.c.1. A candidate for an Advanced Credential for Personal Finance Education Specialist is required to submit documentation that they meet the following criteria: holds a valid West Virginia Professional Certificate or a valid West Virginia CTE Certificate; and, successfully completed professional learning on personal finance education provided and/or approved by the WVDE.

24.4.c.2. Renewal of the Personal Finance Education Specialist. An Advanced Credential for Personal Finance Education Specialist is eligible for renewal if the candidate submits documentation that they meet the following criteria: holds 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 and/or approved by the WVDE or another nationally recognized organization; or, successfully completed a minimum of three semester hours of coursework from an accredited IHE directly related to the field of Personal Finance Education.

24.4.c.3. Permanent Personal Finance Advanced Credential. An Advanced Credential for Personal Finance Education Specialist may be converted to a Permanent Advanced Credential. A candidate for a Permanent Advanced Credential for Personal Finance Specialist is required to submit documentation that they meet the following criteria: holds a valid West Virginia Professional Certificate or a valid West Virginia CTE Certificate; a valid or expired Advanced Credential for Personal Finance Education Specialist that was renewed at least once during the appropriate renewal period; completed additional professional learning related to personal finance education knowledge, skills, and pedagogy and offered and/or approved by the WVDE; and, completed a minimum of three semester hours of coursework from an accredited IHE or its equivalent from West Virginia WVLearns directly related to the field of Personal Finance Education.

24.5. CTE. Permanent Advanced Credentials for areas of CTE may be issued upon completion of Professional Learning/Coursework specified in the CTE Endorsements and Testing Manual. A candidate

for a Permanent Advanced Credential for a CTE area is required to submit documentation that they meet the following criteria: the requirements specified in the CTE Endorsements and Testing Manual; completed the professional learning/coursework as identified in the CTE Endorsements and Testing Manual; and, be recommended for the Permanent Advanced Credential by the employing county superintendent, Multi-County CTE Administrator, or WVSDT Superintendent or designee.

24.5.a. Advanced Credential for Initial Option Pathway. An Option Pathway Teacher delivers instruction to students enrolled in the Option Pathway Program to prepare them for the high school equivalency assessment. An 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 expires on June 30 of the year it is set to expire. A candidate for an Advanced Credential for Initial Option Pathway is required to submit documentation that they meet the following criteria: holds a valid Professional Teaching Certificate in any endorsement, grades K-12; their commitment agreement to complete the required Option Pathway orientation professional learning approved by the WVDE Option Pathway Coordinator; and, be recommended for an Advanced Credential for Initial Option Pathway by the employing county superintendent.

24.5.a.1. Renewal of the Advanced Credential for Option Pathway. The Advanced Credential endorsed for Option Pathway may be renewed if the candidate submits documentation that they meet the following criteria: holds a valid Professional Teaching Certificate in any endorsement, grades K-12; and completed unduplicated professional learning offered and/or approved by the WVDE Option Pathway Coordinator equal to six hours annually.

24.5.a.2. All new Option Pathway Teachers are required during their first year as an Option Pathway teacher is required to complete the Option Pathway New Teacher Orientation which may be included to meet the first-year professional learning clock hour requirement. The Advanced Credential for Option Pathway may be renewed if the candidate submits documentation that they meet the following criteria: completed a minimum of 18 clock hours (for a three-year certificate) or 30 clock hours (for a five year/permanent certificate); and, is recommended for renewal of the Advanced Credential for Option Pathway by the employing county superintendent.

§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 Certificate⁶

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 Specialist ² | 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 |

| | |
|--|---------------------------|
| 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 Specialist ^{1,2,3} | 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 |
| Grade Level Options for Special Education Specializations | |
| Autism ¹ | 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 |
| Deaf and Hard of Hearing (Basic Signing Skills) | Pre-k-Adult |
| Deaf and Hard of Hearing (Proficient Signing Skills) | 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 |
| Grade Level Options for Student Support Specializations | |
| Counselor ² | Pre-k-Adult |
| School Nurse | Pre-k-Adult |
| School Psychologist ² | Pre-k-Adult |
| Social Services and Attendance | Pre-k-Adult |
| Speech Language Pathologist ² | Pre-k-Adult |
| Grade Level Options for Administrative Specializations | |
| General Supervisor ² | Pre-k-Adult |
| Principal ² | Pre-k-Adult |
| Superintendent ² | 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.

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 ⁵ | 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 |

¹Graduate Level Certification Program Required

²MA Required.

³Reading Specialist requires completion of an MA in Reading Specialist or an MA and a Graduate Certification Program in Reading Specialist reflective on official seal bearing transcripts.

⁴Autism. 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.

⁵Associate Degree Required

⁶Endorsements 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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W. Va. 126CSR136, Policy 5202, Minimum Requirements for the Licensure of
Professional/Paraprofessional Personnel and Advanced Salary Classifications
Comment Response Form

Comment Period Ends: October XX, 2024

NOTICE: Comments, as submitted, shall be filed with the West Virginia Secretary of State's Office and open for public inspection and copying for a period of not less than five years.

The following form is provided to assist those who choose to comment on Policy 5202: Minimum Requirements for the Licensure of Professional/Paraprofessional Personnel and Advanced Salary Classifications

Name: _____ Organization: _____

Title: _____

City: _____ State: _____

Please check the box below that best describes your role.

- | | | |
|---|--|---|
| <input type="checkbox"/> Superintendent | <input type="checkbox"/> Higher Educator | <input type="checkbox"/> Parent/Family |
| <input type="checkbox"/> Principal | <input type="checkbox"/> Teacher | <input type="checkbox"/> Community Member |
| <input type="checkbox"/> Professional Support Staff | <input type="checkbox"/> Service Personnel | <input type="checkbox"/> Other |

| COMMENTS/SUGGESTIONS |
|--|
| §126-136-1. General. |
| §126-136-2. Summary. |
| §126-136-3. Purpose. |
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**W. Va. 126CSR136, Policy 5202, Minimum Requirements for the Licensure of
Professional/Paraprofessional Personnel and Advanced Salary Classifications
Comment Response Form**

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|---|
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| §126-136-15. County-Based Alternative Route to Certification. |
| §126-136-16. Out-of-State Applicants. |
| §126-136-17. Non-United States Citizen. |

**W. Va. 126CSR136, Policy 5202, Minimum Requirements for the Licensure of
Professional/Paraprofessional Personnel and Advanced Salary Classifications
Comment Response Form**

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| |
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**W. Va. 126CSR136, Policy 5202, Minimum Requirements for the Licensure of
Professional/Paraprofessional Personnel and Advanced Salary Classifications
Comment Response Form**

Please direct all comments to:

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