

**TITLE 126  
PROCEDURAL RULES  
BOARD OF EDUCATION**

**SERIES 130  
CERTIFICATION OF VOCATIONAL ADMINISTRATORS (5121)**

**§126-130-1. General.**

1.1. Scope. -- These procedural rules establish the conditions of employment and requirements for certification of vocational administrators.

1.2. Authority. -- W. Va. Code §18A-3-2.

1.3. Filing Date. -- July 10, 1985

1.4. Effective Date. -- September 10, 1985

**§126-130-2. Incorporation by Reference.**

2.1. Copy of rules and regulations attached. Copies

may be obtained in the office of the Secretary of State and in the West Virginia Department of Education; Bureau of General, Special, and Professional Education.

2.2. Summary of rules and regulations below.

**SUMMARY OF RULES AND REGULATIONS**

Rules and regulations contain: conditions of employment, requirements for the original and renewal of the Administrative Certificates, Temporary Licenses, and Authorizations endorsed for Vocational Administrator.

TITLE 126  
PROCEDURAL RULE  
WEST VIRGINIA BOARD OF EDUCATION  
CHAPTER 18A-3  
SERIES 5121

ROLE DESCRIPTION

The vocational administrator provides leadership/management for a staff of supervisors, coordinators, and teachers to operate a variety of occupational training programs that serve students from a specified geographic area. The person in this position is the designated agent of a local board or consortium of boards of education and is responsible for proper implementation of basic school administration as well as unique vocational concepts and methods.

Dependent on the school district, the vocational administrator may be responsible for the direction of vocational programming over multi or single county centers and/or a single center within a county. This person may currently utilize a job title of "assistant superintendent of schools for vocational education, county vocational director, assistant county vocational director, county vocational coordinator, county vocational supervisor, vocational center principal or assistant principal, or some other title." An administrator who holds a full time position described above must qualify for and hold certification as a vocational administrator for employment and funding purposes regardless of his current local job title.

CONDITIONS OF EMPLOYMENT

Beginning July 1, 1982, all persons, regardless of local job title, who are serving as vocational administrators must hold a valid certificate, license or authorization endorsed to serve in that position.

PROFESSIONAL ADMINISTRATIVE CERTIFICATE

A person who completes a state approved graduate program for the vocational administrator and who is recommended for certification under the approved guidelines will be granted the Professional Administrative Certificate endorsed for vocational administrator issued provisionally and valid for three years. The regulations for renewal, conversion and permanent certification shall be those contained in accord with the approved program for vocational administrators. The approved experimental program certification regulations and program objectives will remain in effect until such time as the West Virginia Board of Education adopts standards for the approval of a program for vocational administrators.

TEMPORARY LICENSE

A Temporary License endorsed for serving as a vocational administrator may be issued for a one-year period provided:

1. The applicant has completed:
  - A. The requirements for a bachelors degree from a regionally accredited institution and holds a) a valid

Professional Teaching Certificate endorsed for a vocational subject area or b) a valid five-year Vocational Certificate or c) a valid Professional Teaching Certificate with any endorsement, and a valid Vocational Permit.

- B. A minimum of nine semester hours of required graduate credit in the approved program for vocational administrator from an institution approved by the state to offer such a program.
- 2. The graduate institution where the applicant has completed at least six of the required semester hours for the vocational administrator endorsement recommends the issuance of the Temporary License.
- 3. The employing superintendent:
  - A. Certifies that the applicant is the best qualified person available for the position of vocational administrator.
  - B. Recommends that the applicant be granted a Temporary License.

#### REISSUANCE REQUIREMENTS

The holder of a Temporary License endorsed for vocational administrator may have his/her license reissued for a one-year period provided:

- 1. He/she completes, subsequent to the issuance of his/her last Temporary License, six semester hours of credit prescribed for the vocational administrator endorsement.
- 2. The institution where the applicant expects to complete his/her vocational administrator program verifies that the credits earned are required in the institution's approved program for the vocational administrator endorsement.
- 3. The employing superintendent:
  - A. Certifies that the applicant is the best qualified person available for the vocational administrator position.
  - B. Recommends the reissuance of the license based upon the applicant's successful performance as a vocational administrator.

#### PERMANENT AUTHORIZATION FOR VOCATIONAL ADMINISTRATOR

A vocational administrator with five or more years of experience may be granted a permanent authorization provided he/she:

1. Was legally serving as a vocational administrator in West Virginia during the 1981-82 school year.
2. Has completed a state sponsored vocational administrator's training program since July 1, 1981.
3. Is recommended for the permanent authorization by the employing superintendent or superintendents.
4. Is recommended for the permanent authorization by the assistant state superintendent for vocational education.

Persons eligible for the permanent authorization must file application not later than September 1, 1983. The permanent authorization shall enable the holder to continue as a vocational administrator provided he/she is employed on a continuous basis in West Virginia.

#### TEMPORARY AUTHORIZATION FOR VOCATIONAL ADMINISTRATORS

A vocational administrator with one or more years of experience who was legally serving as a vocational administrator in West Virginia during the 1981-82 school year may be granted, upon the recommendation of the employing superintendent or superintendents, a temporary authorization valid for three years for serving as a vocational administrator. The temporary authorization is nonrenewable.

The holder of the temporary authorization may convert to the permanent authorization for vocational administrator provided:

1. He/she completes, subsequent to the issuance of the temporary authorization, nine semester hours of approved credit from an approved graduate program for vocational administrators.
2. The employing superintendent certifies that the applicant has continued to successfully perform the duties of the vocational administrator and recommends the issuance of the permanent authorization.

Persons who desire to convert a temporary authorization to a permanent authorization must satisfy all requirements and file application not later than September 1, 1987. The temporary and/or permanent authorization enables the holder to continue as a vocational administrator provided he/she is employed on a continuous basis in West Virginia.

PROFESSIONAL ADMINISTRATIVE CERTIFICATE ISSUED  
PROVISIONALLY ENDORSED FOR VOCATIONAL ADMINISTRATOR

A Professional Administrative Certificate endorsed for vocational administrator may be issued provisionally for a three-year (3) period provided:

The Applicant:

1. Holds a Professional Teaching Certificate endorsed for a vocational subject area, or a five-year Vocational Certificate or a Professional Teaching Certificate and a Vocational Permit.
2. Completes the requirements for a Master's degree relevant to the improvement of school instruction in an institution of higher education accredited to grant the degree.
3. Has completed 3 years of successful teaching experience at the secondary/adult preparatory level.
4. Has completed an approved vocational administrator graduate program which included the program objectives.

The Institution:

1. Certifies that the applicant has satisfactorily completed its approved program for vocational administrator, or is enrolled in such a program and has completed the minimum requirements stated above.
2. Recommends the issuance of a Professional Administrative Certificate issued provisionally and endorsed for vocational administrator.

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