

**WEST VIRGINIA**  
**SECRETARY OF STATE**  
**KEN HECHLER**  
**ADMINISTRATIVE LAW DIVISION**

Form #5

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OFFICE OF WEST VIRGINIA  
SECRETARY OF STATE

**NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE  
OR A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW**

AGENCY: West Virginia Board of Education TITLE NUMBER: 126

CITE AUTHORITY: W.Va. Code 18A-3-1, 18A-3-2, 18A-3-3, 18A-3-6, 18A-4-1, 18-10E-1  
18-2-5, 18-2-6, 18-26-8, 18-26-13a

RULE TYPE: PROCEDURAL  INTERPRETIVE \_\_\_\_\_

EXEMPT LEGISLATIVE RULE   
CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

AMENDMENT TO AN EXISTING RULE: YES , NO \_\_\_\_\_

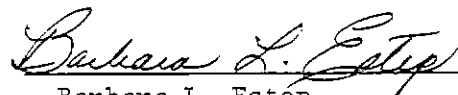
IF YES, SERIES NUMBER OF RULE BEING AMENDED: 136 (Policy 5202)

TITLE OF RULE BEING AMENDED: Minimum Requirements for the Licensure of  
Education Personnel, 1975 Revised 1987 and Advanced Salary Classifications

IF NO, SERIES NUMBER OF NEW RULE BEING ADOPTED: \_\_\_\_\_

TITLE OF RULE BEING ADOPTED: \_\_\_\_\_

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE  
EFFECTIVE DATE OF THIS RULE IS October 18, 1989

  
Barbara L. Estep  
September 5, 1989

TITLE 126  
LEGISLATIVE/PROCEDURAL RULE  
WEST VIRGINIA BOARD OF EDUCATION  
CHAPTER 18A-3, 18A-4, 18-2, 18-10, 18-26  
SERIES 136  
Policy 5202

Title: Minimum Requirements for the Licensure of Educational Personnel,  
1975 Revised 1987 and Advanced Salary Classifications

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SECTION 1. GENERAL

- A. Scope - These legislative/procedural rules established the minimum requirements for the licensure of professional personnel to teach in the public schools of West Virginia.
- B. Authority - West Virginia Code 18A-3-1, 18A-3-2, 18A-3-3, 18A-3-6, 18A-4-1, 18-10E-1, 18-2-5, 18-2-6, 18-26-8, 18-26-13a
- C. Filing Date - September 6, 1989
- D. Effective Date - October 18, 1989
- E. Repeal of Former Rule - This legislative rule repeals and replaces Series 111, Policy 5010.01, "Policy of West Virginia Board of Education Regarding Certification of Prevocational Exploration Personnel" filed January 2, 1985 and effective March 2, 1985; Series 120, Policy 5113, "Permits and Authorizations for 1986-87 in the Public Schools of West Virginia" filed November 2, 1984 and effective January 2, 1985; Series 122, Policy 5114, "Substitute Teachers in the Public Schools of West Virginia" filed November 2, 1984 and effective January 2, 1985; Series 123, Policy 5116, "Professional Service Certificate Issued Provisionally Endorsed for School Counselor" filed April 25, 1984 and effective June 25, 1984; Series 130, Policy 5121, "Certification of Vocational Administrators" filed July 10, 1985 and effective September 10, 1985; Series 131, Policy 5122, "Professional Administrative Certificate Issued Provisionally Endorsed for Superintendent" filed December 27, 1982 and effective February 27, 1983; Series 134, Policy 5200, "Certification Patterns for Licensure" filed January 22, 1985 and effective March 22, 1985; Series 137, Policy 5210.1, "Advanced Salary Classifications for Holders of the Vocational Certificate" filed July 10, 1985 and effective September 10, 1985; Series 140, Policy 5220, "Advanced Salary Classification" filed April 18, 1986 and effective June 1, 1987.

SECTION 2. PURPOSE

The purpose of this policy is to specify the minimum requirements that must be met to license an individual to work in the public schools. West Virginia issues four (4) types of licenses:

a) temporary license; b) professional certificate; c) vocational license; and d) authorization.

- A. Temporary License - The purpose of a temporary license is to enable the county board of education to employ an individual whose competence may not have been verified. It represents the legal authority to work within the public schools of West Virginia.
- B. Professional Certificate - The purpose of a professional certificate is to enable the county board of education to employ an individual who has: 1) met prescribed academic and professional standards within an approved educational preparation program, and 2) been judged as competent to assume the position designated on the certificate. A certificate verifies that the individual has demonstrated promise of being an effective educator.
- C. Vocational License - The purpose of a vocational license is to enable the county board of education to employ an individual with specific wage-earning experience and/or training.
- D. Authorization - The purpose of an authorization is to enable the county board of education to utilize the services of an educator who has met established competencies through: 1) experience, 2) state approved staff development, or 3) a combination of staff development and college coursework. Authorizations, in most cases, have been established to allow current staff to remain employed as a result of new or upgraded certification regulations.

### SECTION 3. AUTHORITIES

#### A. West Virginia Board of Education

The state code authorizes the West Virginia Board of Education to: 1) issue professional certificates, 2) issue other licenses for individuals who do not qualify for the professional certificate, and 3) exercise supervisory control over teacher preparation programs through program approval and the establishment of standards. (§18A-3-2, §18-2-6)

#### B. Responsibility of the West Virginia Board of Regents

The state code authorizes the West Virginia Board of Regents to make rules and regulations for the accreditation of all colleges, universities, and other institutions of higher education in the State (§18-26-13a).

### SECTION 4. DEFINITIONS

- A. Accredited College - A college accredited: 1) by the official accrediting agency of the state in which the institution is located, 2) by one of the six regional accrediting agencies recognized by the National Commission on Accrediting (North

Central, Southern, Western, New England, Middle States, and Northwest Associations), the American Association of Bible Colleges, Association of Independent Colleges and Schools or the Association of Theological Schools, and 3) to award degrees at a stipulated level, i.e., bachelor's degree, master's degree, and/or doctorate degree.

- B. Admission to an Approved Program - The date when a student registers for the initial course(s) following an institution's evaluation outlining requirements for completion of the approved program.
- C. Approved Program - An educational preparation program based upon state-adopted program objectives which are delivered by an accredited institution and which has the endorsement of the state's legal approval agency. In instances where no state-approved institutional programs exist, a state recognized program may be accepted.
- D. Conversion - Upgrading a provisionally issued certificate valid for three (3) years to a certificate valid for five (5) years based upon successfully demonstrated experience, college credit, and the recommendation of the county superintendent.
- E. County Superintendent - The chief administrative officer of a county board of education, West Virginia Schools for the Deaf and Blind, Department of Education, or the Diocese of Wheeling/Charleston.
- F. Endorsement - The specialization(s) and grade levels appearing on any license which designates: 1) an individual's preparation for assignment, and 2) the areas that the individual can be legally assigned within the public schools of West Virginia. (§18A-3-1)
- G. Experience - Professional assignment which is consistent with the endorsement(s) identified on the educator's license or permissible under State Board policy.
- H. License - The term used to collectively recognize any or all of the documents issued by the state superintendent of schools under the state law and regulations of the West Virginia Board of Education which empowers an individual to perform designated services within the public schools.
- I. Long-Term Substitute - A licensed educator who temporarily replaces the person assigned to that position for a period of more than thirty (30) days and whose specializations are consistent with the assignment.
- J. One Year of Experience - 133 paid days within one school year.
- K. Performance Assessment - An assessment of the prospective educator's professional skills utilizing an approved instrument which incorporates West Virginia Board of Education

approved professional education performance objectives and is administered by the college faculty and the cooperating public school teacher(s).

- L. Prerequisite Teaching Certificate for Specified Administrative and/or Service Certificates - The Professional Teaching Certificate or its out-of-state equivalent endorsed in the prescribed specializations and/or grade levels.
- M. Professional Commitment - A written agreement signed by the permit teacher to pursue a renewal program leading to a Professional Certificate in the endorsement area(s) on the permit.
- N. Renewal - The extension of the license's original validity period for an equal period of time under conditions set forth in this policy.
- O. Renewal Credit - Six semester hours of college credit that are: 1) appropriate to renew or make permanent any license, 2) completed at a regionally accredited institution, and 3) reflecting an average of "C" or above if completed at the undergraduate level and an average of "B" or above if completed at the graduate level. Such credit must be completed subsequent to the license being renewed and within the five (5) year period immediately preceding the date of application. For purposes of converting quarter hours to semester hours, one (1) quarter hour is equivalent to two-thirds (2/3) of a semester hour.
- P. Short-Term Substitute - A licensed educator who replaces the person assigned to that position for a period of less than thirty (30) days.
- Q. Specialization - The specific teaching, administrative, or student support assignment in which an individual may function legally within the public schools.

NOTE: Definitions for salary classification purposes can be found on pages 59-61 of this policy.

## SECTION 5. GOVERNING PRINCIPLES

### A. Eligibility for Licensure

#### General Requirements

A certificate to teach shall not be granted to any person who is not: 1) a citizen of the United States, 2) of good moral character, 3) physically, mentally and emotionally qualified to perform the duties of a teacher, and 4) who has not attained the age of eighteen years on or before the first day of October of the year in which the certificate is issued. (§18A-3-1)

B. Denial of Licenses

An individual who does not meet the eligibility criteria established for the issuance of the desired license described within this document shall be denied the license.

C. Recognition of Degrees for Licensure

1. Bachelor's degrees earned in accredited colleges as defined in Section 4A are recognized for certification purposes.

2. Only the master's degree earned in a accredited institution as defined in Section 4A approved to offer a master's degree and in a curriculum related to the public school program may be recognized. (§18A-3-3)

D. Recognition of Coursework from Unaccredited Institutions

Degrees from unaccredited colleges are not recognized for certification purposes. A student who attended an unaccredited college may use for certification purposes, the amount of credit an accredited institution will accept toward the completion of its bachelor's degree.

E. Community College Credit

Credit from an accredited community college as defined in Section 4A may be used for certificate renewal in restricted situations. Only computer courses or unduplicated content courses related to an endorsement already on the certificate shall be accepted. In such cases, the credit may also be used for advanced salary classification within the undergraduate credit provisions of §18A-4-1.

F. Dating of Licenses

1. Validity Dates

a. Application Within 3 Months of Completion of Approved Program - The effective date of the license or endorsement for an individual who applies within three months following completion of an approved program shall be the completion date.

b. Application After 3 Months of Completion of Approved Program - The effective date of the license or endorsement for an individual who applies after three months following completion of an approved program is the date the applicant signed the application. In no case will the license or endorsement be dated prior to July 1 of the current fiscal year.

2. Expiration Date

All licenses expire on June 30 of the last year of their validity irrespective of the date of issuance.

G. Licensure Fees

A \$5.00 non-refundable processing fee shall be charged for the issuance of the initial three year, the initial five year, and the permanent Professional Teaching, Service, Administrative, and Vocational Certificates. These monies shall be used to defray the cost of the certification process.

H. Out-of-State Applicants

1. Review and Evaluation

The review and evaluation of credentials for out-of-state graduates who hold or are eligible for certification in another state will be conducted by the West Virginia Department of Education.

2. Grade Point Average

An individual who seeks licensure in West Virginia must have a minimum of "C" average in the content specializations and in professional education. The scholastic requirements will be computed using the scale approved by the West Virginia Board of Regents.

3. Reciprocity Via Interstate Agreement on Qualification of Educational Personnel

West Virginia is a member of the Interstate Certification Contract Administrator's Association which allows for the mobility of educators across state lines. West Virginia has entered into contracts with selected states for teaching, administrative, student support, and vocational personnel.

4. Recognition of Out-of-State Licenses

West Virginia will issue a certificate to an applicant from out-of-state only when the level of training and the scope of the content covered by the specialization on the out-of-state license is equivalent to the West Virginia specialization and grade level(s), e.g., history does not equal social studies.

5. Testing of Out-of-State Graduates

Beginning July 1, 1989, out-of-state graduates who did not successfully complete a state content testing program which required a state minimum proficiency level as part of the certification process shall meet West Virginia's

required content specialization test proficiency levels for all endorsements sought if such a test exists. (Policy 5100)

6. Teaching Experience in Lieu of Performance Assessment

A graduate of an out-of-state institution who completed an approved program which did not require a performance assessment in each specialization and programmatic level may qualify for endorsements on the West Virginia certificate if he/she completed one year of successful out-of-state experience covered by an out-of-state equivalent Professional Certificate in the endorsement area requested.

I. Licensure for Supervisors of Student Teachers

Licensure for supervisors of student teachers is no longer required; however, colleges shall develop criteria for the selection of sites and cooperating public school personnel utilizing National Council for Accreditation of Teacher Education (NCATE) standards.

J. Employment/Assignment of Staff

1. Any professional educator, as defined in article one (§18A-1-1 et seq.), who is employed within the public school system of the state shall hold a valid teaching certificate licensing him/her to teach in the public schools in the specialization and grade levels as shown on his/her certificate for the period of his/her employment. (§18A-3-1)

2. If a teacher is employed in good faith on the anticipation that he/she is eligible for a certificate and it is later determined that he/she was not eligible, the state superintendent of schools may authorize payment by the county board of education to the teacher for a time not exceeding three (3) school months or the date of notification of the ineligibility, whichever shall occur first. (§18A-3-1)

The county board of education shall employ and assign the most qualified person for all instructional, student support, and administrative assignments. For initial employment, the highest level of licensure held shall be one of the major factors in determining the most qualified person.

K. Assignment

1. The professional educator's assignment is restricted to the endorsement(s) shown on the license. (§18A-3-1)

2. A licensed teacher under contract shall be in charge of each class for instructional purposes except for that period of time when a substitute teacher is assigned to the classroom.
3. The student teacher, under the direction and supervision of the supervising teacher, shall exercise the authority of a substitute teacher. (§18-2-6)
4. The county superintendent may assign an employee, with his/her consent, one grade higher or lower than the grade levels on the employee's certificate. The assignment shall be consistent with the specialization(s) indicated on the certificate. If no employee within the school will consent to a specific assignment and the assignment must be filled, the county superintendent may assign an employee to the position.
5. Teachers who work in programs for adults seeking a high school diploma must hold a license which is valid for teaching a similar assignment in a public school adolescent program.

L. Revocation and Recall of Licenses

1. Revocation

- a. It shall be the duty of any county superintendent who knows of any immorality or neglect of duty on the part of any teacher to report the same, together with all the facts and evidence, to the state superintendent for such action as in his/her judgment may be proper. (§18A-3-6)
- b. The state superintendent may, after ten days notice and upon proper evidence, revoke the certificates of any teacher for: 1) drunkenness, 2) untruthfulness, 3) immorality, 4) any physical, mental or moral defect which would render him/her unfit for the proper performance of his duties as a teacher, 5) any neglect of duty or refusal to perform the same, 6) using fraudulent, unapproved, or insufficient credit, or 7) any other cause which would have justified the withholding of a certificate when the same was issued. (§18A-3-6)
- c. The state superintendent may revoke the certificates of any professional educator who provides fraudulent information relative to another individual's teaching credentials.

2. Recall

If a certificate has been granted through an error, oversight, or misinformation, the state superintendent of

schools shall have authority to recall the certificate and make such corrections as will conform to the requirements of law and the state board of education. (§18A-3-6)

M. Certification Appeals Board

1. Purpose

The purpose of the Certification Appeals Board is to provide an appeals process for individuals related to interpretations of certification regulations in order to allow an objective review of issues within the confines of State Board policy and regulations and state code. This board is mandated to maintain current approved program standards for certification, not to provide options for lowering standards.

2. Membership

Members of the Certification Appeals Board shall include the president and president-elect of the West Virginia Advisory Council on Professional Education one (1) college certification officer appointed by the Board of Regents, one (1) county personnel/certification officer appointed by the West Virginia Board of Education, and five (5) teachers. The five (5) teachers shall be randomly selected by computer from the elected staff development council membership of each county, three (3) to represent general education (one (1) from each programmatic level) and one (1) each from special education and vocational education.

3. Appeal Process for Individuals

- a. Any individual who has had a certificate denied may appeal in writing to the State Superintendent of Schools for the following reasons:
  1. Appropriate professional experience in lieu of the professional education performance assessment.
  2. Prerequisite teaching experience.
  3. Equivalency to West Virginia standards for individuals from out-of-state and/or those seeking additional endorsements.
- b. Any individual who disagrees with the college's credential evaluation in regard to number of hours required and/or competency assessment may appeal to the college's established appeals panel in writing. If the individual is still not satisfied, he/she may appeal to the state superintendent of schools within one (1) month of the decision.

- c. An individual who disagrees with the Department of Education transcript analysis may appeal to the state superintendent of schools within one (1) month of the decision.
- d. The State Superintendent of Schools shall refer the issue to the Certification Appeals Board for the above stated reasons. The decision of the Board is final. Any party not satisfied with the decision may appeal to the Kanawha County Circuit Court within four (4) months of the date of the decision.

N. Alternative Certification Programs

- 1. The purpose of Alternative Certification Programs is to provide a non-traditional delivery system for individuals who hold a minimum of a bachelor's degree from a regionally accredited institution of higher education and by virtue of previous training or experience have satisfied some portions of the state approved educational preparation program. An alternative certification program can only be implemented through institutions of higher education with approved programs in the area(s) in which certification is sought.
- 2. An individual enrolled in an alternative program may be employed on a temporary license provided he/she has:
  - a) completed a minimum of six (6) semester hours based on the professional education objectives, or
  - b) documented proficiency in these objectives through an assessment.
- 3. Colleges and county school districts shall jointly establish assessment procedures for individuals entering teaching as a second career or who have worked in allied fields. Such assessment must occur prior to development of the training program and shall be used to determine
  - a) need for training and
  - b) objectives for training.

O. Salary Classifications

The holder of a Professional Certificate or its equivalent may receive an advanced salary classification at the levels identified below provided the credit is acceptable in accordance with §18A-4-1 and the policies of the West Virginia Board of Education. (Section 12 of this policy)

A.B. Plus 15  
M.A.  
M.A. Plus 15  
M.A. Plus 30  
Doctorate

P. Tuition Reimbursement

A teacher as defined in §18-1-1 who holds a continuing contract and needs to renew a license, may apply for tuition reimbursement for a maximum of fifteen (15) semester hours of renewal credit. (§18A-3-3a) Reimbursement is subject to the annual appropriation of the West Virginia Legislature. Payment to individuals is on a first come first served basis. The application must be filed in accordance with the regulations approved by the West Virginia Board of Education.

Q. Maintenance of Records

1. The West Virginia Department of Education serves as the repository for all certification records, documents, and related materials.
2. Applications and transcripts submitted for the issuance of licenses become the property of the West Virginia Department of Education.

R. Graduates of West Virginia Approved Programs Who Did Not Apply for West Virginia Certification at the Time of Eligibility and Are Not Eligible for Licensure Through Reciprocity

1. An individual who completed a West Virginia approved program within the seven (7) year period immediately preceding the date of application may be issued a three-year Professional Teaching, Service, or Administrative Certificate.
2. An individual who completed a West Virginia approved program for a Professional Teaching, Service or Administrative Certificate more than seven (7) years prior to the date of application may be granted a non-renewable Temporary Certificate. The certificate will be issued based upon verification from the college that the program was completed. To upgrade the Temporary Certificate to the Professional Certificate, the applicant must successfully complete the content test(s).

S. Renewal

1. Renewal by College Credit

The holder of a Professional Teaching, Service, Administrative and/or Vocational Certificate may renew the certificate with six (6) semester hours of renewal credit as defined in this policy. (§18A-3-3)

2. Renewal by Advanced Salary Classification

The holder of a Professional Teaching, Service, Administrative and/or Vocational Certificate who: a) has completed all program requirements, and b) holds a MA + 30

salary classification based upon the awarding of a master's degree need not complete additional renewal credit. The individual must, however, make application for renewal and receive the county superintendent's recommendation.

3. Renewal by Age

The holder of a renewable Professional or Vocational Certificate who has reached sixty (60) years of age may present a photostatic copy of his/her birth certificate in lieu of college credit. A filed birth certificate or photostatic copy will not be returned. (§18A-3-3)

T. Experience for a Five (5) Year or Permanent Certificate for Out-of-State Applicants

1. An out-of-state applicant who has out-of-state teaching experience within the endorsements issued on the West Virginia Professional Certificate may convert from a three (3) year to a five (5) year certificate provided the applicant meets all conversion requirements specified in Section 8C2 and completes at least one (1) year of experience in West Virginia which is consistent with at least one endorsement on his/her Professional Certificates. Only the county superintendent under whom the applicant completed the experience may recommend the issuance of the certificate.
2. Experience gained on a Temporary Certificate may be used for conversion to the Professional Teaching, Service or Administrative Certificate valid for five (5) years.

U. Curriculum Enrichment

Curriculum enrichment may be provided by individuals who by reason of their educational or practical background and employment records are qualified to instruct on a part-time or temporary basis in high specialized areas. These categories of instruction fall into performing arts, professions, and vocational specializations. The county board of education may employ such personnel in accordance with locally adopted policies provided such personnel do not replace a certified classroom teacher. Licensure is no longer required.

V. Utilization of Licensed Psychologists for Test Administration and Interpretation (Policy 2419)

For purposes of test administration and interpretation, county boards of education may employ or contract with licensed psychologists who by virtue of training and experience are determined to be qualified through the approval process administered by the West Virginia Department of Education.

The applicant must:

1. Submit evidence of academic and/or experiential background in educational and psychological foundations, theoretical foundations of statistical, testing, and research techniques, and collecting data to identify children with specialized needs.
2. Submit evidence of experience in test administration and interpretation with school age populations.
3. Submit a copy of a valid West Virginia psychologist license.
4. Be recommended by the county superintendent.

W. Certification Patterns for Licensure (Policy 5200)

Patterns

Endorsements on a license will relate to approved public school programs and/or areas of study and will be issued at the pre-kindergarten and kindergarten (Pre-K-K), early childhood (grades K-4), middle childhood (grades 5-8), adolescent (grades 9-12), and adult levels and combinations thereof.

Students must enroll in a minimum of: a) two endorsements within one student developmental level; or b) one endorsement across two student developmental levels. In vocational endorsement areas, adolescent/adult levels could constitute the two level requirement.

Exceptions to the two field/two level requirement are specified in Approval of Educational Personnel Programs (Policy 5100) as approved by the West Virginia Board of Education.

Effective Date

1. Instate Applicants

Individuals completing state approved educational personnel preparation programs in West Virginia institutions of higher education in accordance with Policy 5100 will be issued endorsements at the new levels. All other West Virginia institution graduates will receive the traditional patterns.

2. Out-of-State Applicants

Beginning with the 1985-86 school year, out-of-state applicants seeking the initial certificate and who have completed programs resulting in levels of certification comparable to the new patterns will receive endorsements

at the appropriate levels. Effective July 1, 1988, the new certification patterns only will be issued to qualified out-of-state applicants.

X. Conversion of Certificates for Individuals Holding Both NTE and Professional Certificates Based Upon Approved Program(s)

Individuals who hold a provisional certificate based on the National Teacher Examination (NTE) and a five (5) year or permanent professional certificate based upon an approved program, may convert the provisional certificate on the basis of three (3) years of experience with no additional coursework requirement. Note: The West Virginia Board of Education rescinded the use of the NTE for licensure purposes effective January, 1987.

Individuals who hold a provisional professional certificate based upon an approved program, and a five (5) year or permanent certificate based on the NTE, may convert the provisional certificate with no additional experience or coursework requirements.

Y. Assignment of Elementary Teachers in Non Self-Contained Classroom Settings

A county superintendent has the option of placing a teacher with an elementary education 1-6 or 1-8 or multi-subjects K-8 endorsement to teach any subject covered within the elementary education program to multiple classes provided the depth and breadth of the curriculum remain the same as that of the self-contained classroom.

Z. Middle Childhood Authorizations for Holders of Elementary Education 1-8 and Gifted 1-6 Endorsements

A teacher who holds an elementary education 1-8 and a gifted 1-6 endorsement may be issued a middle childhood authorization in gifted education, grades 5-8, by request through the employing county superintendent.

AA. Home/Hospital Instruction (Policy 2419)

1. Teachers providing temporary home-teaching or visiting-teacher services, including regular and special education, must hold a teaching license, with an endorsement appropriate to the programmatic level of instruction (early, middle, adolescent) as regulated by the State Board of Education.
2. Teachers providing home-teaching or visiting-teacher services to eligible handicapped students in the Special Education Program: Out-of-School Environment placement alternative must hold a valid license with an endorsement for each area or exceptionality being served.

SECTION 6. TYPES OF LICENSES ISSUED

A. Temporary Licenses

1. Permits for Full-Time Employment
2. Permits for Substitute Employment
3. Internship License
4. Temporary Certificate

B. Professional Certificates

1. Professional Teaching Certificate
2. Professional Service Certificate
3. Professional Administrative Certificate

C. Vocational Licenses

1. Vocational Permit
2. Vocational Certificate
3. Adult License

D. Authorizations

1. Annual
2. Permanent

SECTION 7. TEMPORARY LICENSES

A. PERMIT FOR FULL-TIME EMPLOYMENT

1. Definition and Purpose

A permit is a one-year license issued at the request of the employing superintendent to staff a specific position for which he/she declares the county is unable to employ a professionally certified educator. The county superintendent verifies that the applicant is the best available candidate. Permits are limited to specializations identified by the West Virginia Board of Education.

2. Conditions for Issuance

A permit is issued on the basis of a minimum of: 1) a bachelor's degree from a regionally accredited institution of higher education as defined in Section 4A, 2) the recommendation of the employing county superintendent, and 3) the recommendation of the college official at the institution where the individual will complete an approved program. Permits issued for individuals employed after January 1 will expire June 30 of the subsequent fiscal year.

### 3. Areas of Specialization

Permits may be requested in the following specializations provided the applicant meets the following requirements for the initial issuance of each endorsement listed.

- a. Athletic Trainer --Six (6) semester hours of credit applicable to an approved athletic trainer program.
- b. Developmental Reading -- A valid Professional Teaching Certificate. Completion of the approved program leads to a Permanent Authorization not a Professional Certificate endorsement.
- c. General Supervisor of Instruction - A master's degree with at least eighteen (18) semester hours of credit applicable to an approved program for general supervisor of instruction, and all prerequisite certificate and teaching experience requirements specified in Section 11.C c of this policy.
- d. Industrial Arts/Technology - A valid Professional or Vocational Teaching Certificate and completion of six (6) semester hours of credit applicable to an approved industrial arts/technology education program including an approved course of shop safety instruction.
- e. Marketing (Distributive Education) - Six (6) semester hours of credit applicable to an approved marketing program.
- f. Mathematics - Fifteen (15) semester hours of credit applicable to an approved mathematics program.
- g. Math through Algebra I - Nine (9) semester hours of credit applicable to an approved Math through Algebra I program.
- h. Middle Childhood Education - Six (6) semester hours of credit applicable to an approved middle childhood education program.
- i. Prevocational Exploration - The prerequisite specialization endorsement on the Professional Certificate as indicated below.
  1. Prevocational/Business - A Professional Certificate endorsed for business education, distributive education, marketing, secretarial studies, or business principles.
  2. Prevocational/Environmental - A Professional Certificate endorsed for vocational agriculture, industrial arts, biology, general science, or physical science.

3. Prevocational/Industrial - A Professional Certificate endorsed for industrial arts or vocational agriculture or a Vocational Certificate endorsed for an industrial or technical laboratory.
  4. Prevocational/Service - A Professional Certificate endorsed for home economics or a Vocational Certificate endorsed for health occupations.
- j. Reading Specialist - Twelve (12) semester hours of graduate credit applicable to an approved reading specialist program.
  - k. Remedial Reading - A valid Professional Teaching Certificate. Completion of the approved program leads to the issuance of a Permanent Authorization not a Professional Certificate endorsement.
  - l. School Counselor K-8 - A Professional Teaching or Service Certificate endorsed to serve as a school counselor, grades 7-12 or 5-12.
  - m. School Nurse - A valid license issued by the West Virginia Board of Examiners. A bachelor's degree is not required for this permit.
  - n. School Principal - A master's degree with at least twelve (12) semester hours of credit applicable to an approved program for principal, and all prerequisite certificate and teaching experience requirements specified in Section 11C a or b of this policy.
  - o. School Psychologist - Forty-five (45) semester hours of graduate credit applicable to an approved school psychologist program.
  - p. School Social Services and Attendance - Six (6) semester hours of credit applicable to an approved school social services and attendance program.
  - q. Science Specialization Areas - Twelve (12) semester hours of credit applicable to an approved program in the desired specialization.
  - r. Special Education Teaching Specialization Areas - Six (6) semester hours of credit applicable to the state approved content specialization program component.
  - s. Speech Language Pathologist - Bachelor's degree in speech pathology or speech and hearing therapy.
  - t. Vocational Administrator - Nine (9) semester hours in an approved program for the Vocational Administrator and all prerequisite certificate and teaching

experience requirements specified in Section 11 C d of this policy.

- u. Vocational Agriculture Minor Concentrations - A Professional Certificate endorsed in vocational agriculture and six (6) semester hours of credit applicable to an approved program in the minor concentration for which the permit is requested.

4. Renewal Requirements

- a. The first renewal of the permit may be issued provided the applicant: 1) meets the state required proficiency assessment on the PPST if he/she has not previously completed a state-approved educational preparation program or does not hold a master's degree from a regionally accredited institution, 2) completes six (6) semester hours of renewal credit in a state-approved program in the area of the permit, 3) is continually employed in the specialization, and 4) is recommended by the county superintendent.
- b. Subsequent permits may be renewed annually provided the holder: 1) completes six (6) semester hours of renewal credit in a state approved program in the area(s) of the permit, 2) is employed in the specialization(s), and 3) is recommended by the county superintendent.
- c. All requirements for the Professional Certificate must be met within five (5) years of the issuance of the initial permit unless conditions outlined in Item 5 below apply.

5. Extension of Permits for Full-Time Employment for Extenuating Circumstances

A county superintendent may request, in writing to the state superintendent of schools, an extension of the permit for full-time employment for an employee who meets one (1) of the three (3) circumstances indicated below. An employee's permit may not be extended more than one time. The state superintendent shall render a decision but in no case shall the permit be extended beyond one school year.

- a. The county superintendent shall indicate that the chief educational preparation personnel officer at the home institution has verified in writing to the county superintendent that no required courses were available during the year.
- b. The county superintendent shall describe how a major illness of the individual or illness/death of an immediate family member prevented the individual from completing the required credit.

- c. The county superintendent shall describe how a major hardship other than illness prevented the individual from completing the required credit.

B. PERMIT FOR SUBSTITUTE EMPLOYEES

1. Definition and Purpose

The substitute's role is to replace either on a short or long term basis a professional employee assigned to that position.

The permit for substitute professional employees may be issued upon the recommendation of the employing county superintendent to persons who agree to replace, on a temporary basis, the professional employee who is under contract for the position.

Individuals who qualify for substitute permits generally fall in three categories: a) holders of an expired Professional Certificate, b) holders of a valid Professional Certificate who wish to substitute in specializations for which they do not satisfy requirements for the endorsement on the Professional Certificate, or c) college graduates who did not complete an educational personnel preparation program but who have the minimum requirements in the content specialization.

2. Conditions for Employment and Issuance of the Permit

a. Employment Conditions

1. The county board of education shall maintain an updated list of all personnel who are available as substitute professional employees. The list shall contain the following information: the substitute's name and phone number, the type of license held, and the designated endorsements.
2. After the fifth consecutive day, the substitute should be the best qualified person available on the basis of licensure held and endorsement(s) in the area of assignment. For example, an Option I substitute with the required specialization should be employed prior to an Option II, III, or IV substitute.
3. A substitute who fills a position for more than thirty (30) days (long term) shall be required to hold a license with an endorsement(s) required for that assignment.

If a county superintendent is unable to staff a long-term substitute position with a substitute

who holds an endorsement appropriate for the assignment, he/she may request a waiver in writing from the state superintendent of schools after receiving approval from the local board of education. The waiver must outline the problem and the efforts that have been made to employ a fully qualified candidate. The state superintendent may grant a waiver of the required endorsement if the circumstances warrant the waiver.

4. A substitute who fills a position for less than thirty (30) days (short term) may substitute in a specialization not listed on the license.
5. A permit for substitute employment shall be issued for a three year period.
6. The Option IV employee must complete a state approved substitute training program prior to the issuance of the initial permit.

### 3. Options and Areas of Specialization

Option I - Holds a valid West Virginia Professional Certificate in the area of assignment. (No additional license will be issued.)

Option II - Holds an expired West Virginia Professional Certificate or a valid or expired out-of-state Professional Certificate endorsed in an area recognized by the West Virginia Board of Education. (The Substitute Permit will be endorsed in areas reflected on the certificate.)

Option III - 1) Holds a Professional Certificate in some other endorsement and 2) meets the requirements stipulated for any of the specializations listed under permits for full-time employment (Section 7-A-3) and/or holds six (6) semester hours in any other specialization appropriate to the Professional Teaching or Service Certificate.

Option IV - 1) Holds a bachelor's degree from an accredited college and 2) meets the requirements stipulated for any of the specializations listed under permits for full-time employment (Section 7-A-3) and/or holds six (6) semester hours in any other specialization appropriate to the Professional Teaching or Service Certificate.

### 4. Renewal of the Substitute Permit

- a. An Option II employee shall renew under the requirements for the renewal of a Professional Certificate (See Section 8-C).

- b. An Option III or IV employee shall renew under the requirements for the Permit for Full-Time employment except the holder shall not be required to complete Professional Certificate requirements within the five (5) year period following the issuance of the initial permit (See Section 7-4).

C. INTERNSHIP LICENSE

1. Definition and Purpose

- a. The Internship License is a one year license designed to bridge the transition from academic preparation to the world of work in teaching, service, and administrative positions. The Internship License recognizes that students enrolled in an educational preparation program have specific needs for practice in an educational role which can be met only in an approved field based setting.
- b. The intern may assume direct responsibility for public school students and/or educational employees. However, the intern remains under the direction and/supervision of the institution of higher education and the local school system's designee.
- c. A cooperating county school system may elect to provide the intern with monetary compensation.

2. Conditions for Issuance

- a. The intern must: 1) hold a minimum of a bachelors degree and 2) be enrolled in an approved educational preparation program.
- b. The cooperating county school system must agree to the intern's placement and both agencies must have agreements to provide on-site, systematic, and regular supervision by a designated professional from each agency.
- c. The institution where the intern is enrolled must verify that he/she has met the minimum requirements for the Internship License as stipulated in the institution's approved preparation program.

3. Areas of Specialization and Specific Requirements

- a. The Internship License may be issued for all endorsement areas for the Professional Teaching, Service, and/or Administrative Certificates. See Section 11 of the policy for specific programs currently approved.

- b. An Internship License for individuals enrolled in a West Virginia college's state-approved program for teaching, service or administration may be issued provided the person: 1) is employed to assume the endorsement role, 2) has completed all degree requirements and three-fourths of the academic requirements with the exception of the performance assessment, 3) attained the proficiency level on the state testing component, 4) agrees to enroll for the performance assessment, and 5) holds any prerequisite certificates with the designated endorsement(s) and/or grade levels (See Section 11 for specific requirements).
- c. An Internship License for individuals enrolled in an alternative certification program for teaching, service, or administration may be issued provided the person: 1) is employed to assume the endorsement role and 2) meets the minimum requirements stipulated in the state-approved alternative program.

#### 4. Renewal Requirements

The Internship License may be renewed if the holder:  
a) is recommended by the employing superintendent,  
b) completes six (6) hours of credit prescribed for the issuance of the specialization and/or desired certificate, and  
c) is recommended by the institution where the intern is enrolled in a program.

### D. TEMPORARY CERTIFICATE

#### 1. Definition and Purpose

The Temporary Certificate symbolizes its holder has completed the major portion of the educational requirements for the Professional Teaching, Service and Administrative Certificates and therefore it is recognized for employment and salary purposes as a professional certificate.

The Temporary Certificate bridges the certification process from the emergency requirement for school personnel (permit holder) to the professional educator who has completed a state-approved program based on specified knowledge, skills, and competencies resulting in the Professional Certificate.

#### 2. Conditions for Issuance and Renewal

##### a. Three Fourths of an Approved Program at a West Virginia College

The Temporary Certificate shall be issued for a one-year period provided the applicant: 1) has

completed the requirements for the required degree from an accredited college as defined in Section 4A, 2) has completed three-fourths of the approved program in the content specializations and professional education components including the performance assessment, 3) meets all required testing components, 4) meets all prerequisite certificate and experience requirements as specified for the endorsement, and 5) is recommended by the West Virginia institution of higher education where the student is enrolled in the program. Renewal of the certificate is contingent upon completion of six (6) semester hours of credit within the deficiencies indicated for the Professional Certificate.

b.  Holders of an Expired West Virginia Professional Certificate Who Do Not Qualify for a Professional Certificate Through an Out-of-State Option

An individual who previously held a West Virginia Professional Certificate, does not qualify for a Professional Certificate through an out-of-state option and has not been employed in an educational setting in West Virginia for at least three (3) years may receive a one-year non-renewable Temporary Certificate which will allow him/her an opportunity for employment while completing renewal requirements.

(Note: See Requirements for Renewal of a Professional Certificate - Section 8 C of this policy.)

c.  Graduates of Approved Programs from Out-of-State Institutions

A graduate of an out-of-state institution who completed a state approved program with the exception of the state required content specialization proficiency assessment may be issued a one-year Temporary Certificate provided he/she has: 1) completed requirements for the required degree from an accredited college as defined in Section 4A, 2) has completed the approved program including a performance assessment in each area for which the certificate is requested, 3) meets all prerequisite certificate and experience requirements specified for the endorsement, and 4) is recommended by the institution where the program was completed or submits evidence of a valid Professional Certificate. Graduates who successfully completed a testing component as part of the state's certification requirement may use this assessment in lieu of the West Virginia content assessment. Applicants whose certification program did not include an assessment component in each content specialization must successfully complete the West Virginia content assessment in order to convert to the Professional Certificate.

d. Experienced Out-of-State Educators

1. An experienced out-of-state educator who has a valid Professional Certificate from a state with which West Virginia has reciprocity but has not completed a state required content specialization proficiency assessment may be issued a one year non-renewable Temporary Certificate provided he/she has completed three (3) years of successful experience in the last seven years in a specialization(s) endorsed on the valid out-of-state certificate. Such applicants must successfully complete the West Virginia content assessment in each content specialization requested in order to convert to the Professional Certificate.
2. An experienced out-of-state educator who has a valid Professional Certificate from a state with which West Virginia does not have a reciprocal agreement but does not qualify for a Professional Certificate through the approved program option and has been employed in education for ten (10) years immediately preceding the date of application for a West Virginia certificate may be issued a one (1) year non-renewable Temporary Certificate provided: 1) five (5) of the years are in the endorsement area sought, and 2) the applicant holds a valid certificate in the state in which the experience was gained. This certificate may be converted to the Professional Certificate issued provisionally for three years provided the applicant meets the state-required content specialization proficiency assessment for each endorsement sought.

e. Non Citizen

A non-citizen of the United States who meets all requirements for a Professional Certificate with the exception of the citizenship requirement may be issued a Temporary Certificate. This certificate is limited to the endorsements on the Professional Teaching and Service Certificates. Renewal credit is not required until the applicant applies for the second renewal of this certificate. (Note: See Requirements for Renewal of a Professional Certificate - Section 8 C of this policy.)

3. Areas of Specialization

The Temporary Certificate may be granted in any specialization and grade level(s) approved for the Professional Teaching, Service, or Administrative Certificate.

SECTION 8. PROFESSIONAL CERTIFICATES

A. PROFESSIONAL TEACHING CERTIFICATE (3 year)

1. Definition and Purpose

A professional certificate for teaching in the public schools may be issued to a person who completes the degree requirements and an approved educational preparation program from an accredited institution of higher education. The certificate shall be endorsed to indicate the grade level(s) and specialization(s) in which the holder is licensed to teach in the public schools. The initial professional certificate shall be issued provisionally for a period of three (3) years. This initial certificate may be renewed or converted to a professional certificate valid for five years. The five (5) year certificate may be renewed or made permanent subject to State Board regulations. (§18A-3-2; §18A-3-3)

2. Conditions for Issuance

The initial Professional Certificate may be issued when the applicant meets one of the following conditions:

a. West Virginia Approved Program

Completes a state-approved educational preparation program based upon minimum degree requirements through a West Virginia institution of higher education (See Policy 5100).

b. Interstate Reciprocity

1. Completes a state-approved teacher education program through an accredited institution of higher education as defined in Section 4A including a performance assessment in the specialization(s), and a state approved content testing component. Individuals who do not meet the content test requirement, see requirements for Temporary Certificate.

OR

2. Completes three (3) years of successful teaching experience in the last seven years in a specialization(s) endorsed on the valid reciprocal certificate and for which the West Virginia certificate is requested and a state approved content testing component. Individuals who do not meet the content test requirement, see requirements for Temporary Certificate.

c. Out-of-State Approved Program from a state with which West Virginia does not have a Reciprocal Agreement

1. Completes a state-approved educational preparation program including a performance assessment at an out-of-state accredited institution as defined in Section 4A, has satisfied the content specialization(s) test requirement in the state issuing the certificate or where the program was completed, holds or is eligible for a certificate in that state in an area comparable to an endorsement offered in West Virginia, and meets the minimum degree requirement for the endorsement. Individuals who do not meet the content test requirement, see requirements for Temporary Certificate.

OR

2. Completes ten (10) years of successful educational experience immediately preceding the date of application in a specialization(s) endorsed on the valid out-of-state certificate and a state approved content testing component and meets minimum degree requirements for the endorsement sought. Five years of the experience must be in the area for which the West Virginia certificate is being requested. Individuals who do not meet the content test requirement, see requirements for Temporary Certificate.

3. Areas of Specialization

a. Content specializations are those areas for which the West Virginia Board of Education has: 1) approved program objectives, and/or 2) recognized experimental programs for instruction.

b. An individual who completes a state-approved multi-and/or non-categorical special education program at an accredited out-of-state institution as defined in Section 4A shall receive an endorsement in mentally impaired-mild/moderate, behavior disorders, specific learning disabilities, and/or severe/profoundly handicapped on the West Virginia Certificate provided he/she documents student teaching or three (3) years of experience in each area.

4. Renewal, Conversion and Permanent Certificate

The conditions for renewal, conversion, and permanent certification are specified in Section 8-C of this policy.

B. PROFESSIONAL SERVICE CERTIFICATE (3-year)

1. Definition and Purpose

A professional certificate for student support services in the public schools may be issued to a person who completes the minimum degree requirements for an approved educational preparation program as specified by the West Virginia Board of Education from an accredited institution of higher education. The certificate shall be endorsed to indicate the grade level(s) and specialization(s) in which the person is licensed to serve in the public schools. The initial professional service certificate shall be issued provisionally for a period of three (3) years and may be renewed or converted to a professional certificate valid for five years. The five (5) year certificate may be renewed or made permanent subject to State Board regulations. (§18A-3-3)

2. Conditions for Issuance

The initial Professional Service Certificate may be issued when the applicant meets one of the following conditions:

a. West Virginia Approved Program

Completes a state-approved educational preparation program through a West Virginia institution of higher education (see Policy 5100).

b. Interstate Reciprocity

1.a Completes a state-approved educational preparation program through an accredited institution of higher education as defined in Section 4A including a state approved content testing component. Individuals who do not meet the content test requirement, see requirements for Temporary Certificate.

OR

b. Completed three (3) years of full-time experience within the last seven years in a specialization(s) endorsed on the valid reciprocal certificate and for which the West Virginia certificate is requested and a state approved content testing component. Individuals who do not meet the content test requirement, see requirements for Temporary Certificate.

2. Is eligible for and receives any prerequisite West Virginia Professional Teaching and/or Service Certificate.

3. Meets the minimum degree requirements from a regionally accredited institution for the endorsement as specified by the West Virginia Board of Education.

c. Out-of-State Approved Program from a State with Which West Virginia Does not Have a Reciprocal Agreement

1. Completes a state-approved educational preparation program including a performance assessment at an out-of-state accredited institution as defined in Section 4A, has satisfied the content specialization(s) test requirement in the state issuing the certificate or where the program was completed, holds or is eligible for a certificate in that state in an area comparable to an endorsement offered in West Virginia, and meets the minimum degree requirement for the endorsement. Individuals who do not meet the content test requirements for Temporary Certificate.

OR

2. Completes ten (10) years of successful educational experience immediately preceding the date of application in a specialization(s) endorsed on the valid out-of-state certificate and a state approved content testing component and meets minimum degree requirements for the endorsement sought. Five years of the experience must be in the area for which the West Virginia certificate is being requested. Individuals who do not meet the content test requirement, see requirements for Temporary Certificate.

3. Areas of Specialization

The Professional Service Certificate may be issued in the following specializations: a) Athletic Trainer, b) Educational Audiologist, c) School Counselor, d) School Nurse, e) School Psychologist, f) School Social Service and Attendance, and g) Speech Language Pathologist.

4. Renewal, Conversion and Permanent Certificate

The conditions for renewal, conversion, and permanent certification are specified in Section 8-C of this policy.

C. RENEWAL, CONVERSION AND PERMANENT CERTIFICATE - The Professional Teaching or Service Certificate

1. Renewal

a. Renewal by Credit

The three or five year Professional Teaching or Service Certificate may be renewed if the applicant:

1. Completes, subsequent to the issuance of the certificate being renewed and within the five year period immediately preceding the date of application, six semester hours of renewal credit,  
OR

Holds a minimum of a master's plus thirty salary classification based upon the awarding of a master's degree from a regionally accredited institution as defined in Section 4A. (See Section 5S2)

2. Is recommended by the employing superintendent or the county superintendent in the county of residence.

b. Renewal by Age

1. The three (3) or five (5) year Professional Teaching or Service Certificate may be renewed if the applicant: has reached 60 years of age and presents a photostatic copy of the birth certificate in lieu of college credit. The photostatic copy filed will not be returned.

2. Is recommended by the employing superintendent or the county superintendent in the county of residence.

2. Conversion of the Three (3) Year to the Five (5) Year Certificate

The Professional Teaching or Service Certificate valid for three (3) years may be converted to a certificate valid for five (5) years provided the applicant:

- a. Holds a Professional Certificate issued provisionally.
- b. Completes, subsequent to issuance of the certificate being converted and within the five (5) year period immediately preceding the date of application, six (6) semester hours of credit appropriate to the renewal of a Professional Certificate, OR

Holds a minimum of a master's plus thirty salary classification based upon the awarding of a master's degree. (See Section 5S2)

- c. Completes three (3) years of experience in accordance with the programmatic levels shown on the Professional Certificate.
- d. Is recommended as a successful educator by the employing superintendent or the county superintendent in the county where the individual last taught.

3. Permanent Certificate

The Professional Teaching or Service Certificate may be issued as a permanent certificate provided the applicant:

a. Option I

- 1. Holds or is eligible for a five (5) year certificate.
- 2. Has completed five years of successful educational experience and the requirements for a master's degree.
- 3. Receives the recommendation of the employing superintendent or the county superintendent in the county where the individual last taught.

b. Option II

- 1. Completes two (2) renewals of the Professional Teaching or Service Certificate, valid for five years, and
- 2. Receives the recommendation of the employing superintendent or the county superintendent in the county of residence.

c. Option III

- 1. Holds an expired five (5) year Professional Certificate.
- 2. Has completed five (5) years of successful educational experience and the requirements for a master's degree. At least one year of educational experience or the master's degree must have been completed within the five year period immediately preceding the date of application.
- 3. Receives the recommendation of the employing county superintendent or the county superintendent in the county where the individual last taught.

4. Options for Completing Acceptable Renewal Credits

The holder of a Professional Teaching and/or Service Certificate may select the six (6) semester hours of renewal credit from one of the following three options:

- a. Option 1 - The credit must be appropriate to a master's degree related to the public school program.
- b. Option 2 - The credit must be related to improvement of instruction and to the educators current assignment by improving:
  1. the educator's professional knowledge in:
    - a. the teaching strategies appropriate to those areas of study; OR
    - b. classroom management skills; OR
    - c. techniques appropriate for learners with various exceptionalities and learning styles; OR
    - d. alignment of learning outcomes with instructional strategies, materials and resources, and student and program evaluation methods and instruments.
  2. job-related content in the areas for which the certificate is endorsed.
- c. Option 3 - The credit must be appropriate to a new specialization which the educator wishes to add as an additional endorsement with the approval of the county superintendent or his/her designated official.
- d. Option 4 - The credit must be prescribed by the county superintendent as a result of the personnel evaluation.

D. PROFESSIONAL ADMINISTRATIVE CERTIFICATE

1. Definition and Purpose

A professional certificate for administration and/or supervision in the public schools may be issued to the persons who completes requirements for a master's degree from an accredited institution as defined in Section 4A and the academic requirement within an approved educational program as specified by the West Virginia Board of Education. The certificate shall be endorsed to indicate the administrative or supervisory assignment in which the educator is legally licensed to serve. The initial Professional Administrative

Certificate shall be issued provisionally for a three (3) year period and may be renewed or converted to a five (5) year certificate. The five (5) year certificate may be renewed or made permanent subject to State Board regulations.

2. Conditions for Issuance

The three (3) year Professional Administrative Certificate may be issued when the applicant meets one of the following four (4) conditions:

a. West Virginia Approved Program

Completes: 1) a state-approved educational preparation program through a West Virginia institution of higher education, 2) prescribed degree requirements, 3) experience requirements, and 4) holds any specified prerequisite certificate and/or endorsement.

b. Interstate Reciprocity for Experienced Administrators

1. Holds a valid administrative certificate issued by a state with which West Virginia has signed a reciprocal agreement, and
2. Meets the minimum degree requirements from an accredited institution as defined in Section 4A for the endorsement as specified by the West Virginia Board of Education.
3. Has completed three (3) years of administrative experience within the last seven years in keeping with the administrative area(s) on the out-of-state certificate and in the administrative area(s) in which the certificate is sought.

c. Out-of-State Approved Program

1. Completes a state-approved educational preparation program including a performance assessment at an out-of-state accredited institution as defined in Section 4A, 2) has satisfied the content specialization(s) test requirement in the state issuing the certificate or where the program was completed, 3) holds or is eligible for a certificate in that state in an area comparable to an endorsement offered in West Virginia, and 4) meets the minimum degree requirement for the endorsement. Individuals who do not meet the content test requirement, see requirements for Temporary Certificate.

3. Areas of Specialization

The Professional Administrative Certificate may be issued in the following specializations: 1) County Superintendent, 2) Elementary/Middle/Junior High School Principal, 3) Middle/Junior/Senior High School Principal, 4) General Supervisor of Instruction, and 5) Vocational Administrator. Requirements for these endorsements are specified in Section 11 of this policy.

4. Renewal of the Professional Administrative Certificate

The three (3) or five (5) year Professional Administrative Certificate may be renewed if the applicant:

- a. Completes, subsequent to the issuance of the certificate being renewed and within the five (5) year period immediately preceding the date of application, six (6) semester hours of renewal credit. OR

Holds a minimum of a master's plus thirty salary classification based upon the awarding of a master's degree. (See Section 5S2)

- b. Is recommended by the employing superintendent or the county superintendent in the county of residence.

NOTE: The specific renewal options are found in Section 8-C-1-4 of this policy.

5. Conversion of the Three (3) Year Professional Administrative Certificate to the Five (5) Year Professional Administrative Certificate

The Professional Administrative Certificate valid for five years may be issued provided the applicant:

- a. Completes, subsequent to the issuance of the certificate being renewed and within the five-year period immediately preceding the date of application, six semester hours of renewal credit, OR

Holds a minimum of a master's plus thirty salary classification based upon the awarding of a master's degree. (See Section 5S2)

- b. Has completed three (3) years of legal successful administrative experience in the area in which the permanent certificate is requested.

- c. Is recommended as a successful administrator by the employing county superintendent or the county superintendent in the county in which the individual was last employed as an administrator.

6. Permanent Professional Administrative Certificate

The Professional Administrative Certificate may be issued permanently provided the applicant:

- a. Holds or is eligible for a Professional Administrative Certificate valid for five (5) years.
- b. Has completed five (5) years of successful legal educational experience including three (3) years in the area in which the permanent administrative certificate is being requested.
- c. Receives the recommendation of the employing superintendent or the county superintendent in the county where the individual was last employed as an administrator.

SECTION 9. VOCATIONAL LICENSES

A. VOCATIONAL PERMIT FOR FULL-TIME EMPLOYMENT

1. Definition and Purpose

The Vocational Permit is a one-year license for teaching in a vocational secondary, post-secondary, or adult program which is initially issued to a person recruited from a work/career environment. This person is selected by the county superintendent upon his/her having functioned successfully in the work environment and completed required training and/or educational programs. The function of this teacher is to prepare students for job entry level positions in the work force.

2. Conditions for Issuance and Employment

a. Issuance

1. A Vocational Permit for teaching full time in an approved vocational industrial, technical, occupational home economics, health occupations, or cooperative program in a specific occupation may be issued for one year upon the recommendation of the employing county superintendent and the State Coordinator of Industrial and Technical Education who must also certify that the applicant has completed the minimum requirements.
2. Work experience must be verified by former employers and notarized on Form VG-10. All items listed as requirements for certification such as high school diploma or an official transcript of credits, must accompany the application. It is the applicant's responsibility to secure these

documents for submission to the county superintendent.

3. A person applying for the initial vocational permit for full-time employment must submit evidence of the required scores on the basic skills test. (Policy 5106) A master's degree or above from an accredited institution of higher education or prior completion of a state approved educational personnel preparation program may be accepted as evidence of meeting the preprofessional skills component. (Policy 5100).

b. Employment

1. A Vocational Permit endorsed for "a specific lab" entitles the holder to teach that lab and its related subjects, and a permit endorsed for "related subjects" entitles the holder to teach only related subjects.
2. An industrial, technical, health, and occupational home economics teacher entering the teaching profession for the first time with a Vocational Permit is required to attend and successfully complete a two-week preservice workshop prior to teaching in a vocational program.
3. If the teacher is employed too late to attend the preservice program, he/she will be required to attend a two-day intensive workshop and will also be required to attend the two-week workshop the following school year.
4. An individual employed on a full-time Vocational Permit after the close of spring registration at a West Virginia institution with the appropriate state-approved vocational/technical program will be issued the permit through June 30 of the following school year.

3. Areas of Specialization

An applicant for a Vocational Permit endorsed in the following areas must:

a. Industrial and Technical Areas

1. Industrial or Technical
  - a. Hold a high school diploma or GED and have completed four (4) years (8,000 clock hours) of satisfactory and reasonably continuous work experience in the occupation for which he/she expects licensure; OR

- b. Be a graduate of an approved college or university with a bachelor's degree in an area related to the occupation for which licensure is desired and has completed three (3) years (6,000 clock hours) of satisfactory and reasonably continuous work experience in the area for which instruction will be provided; OR
- c. Hold a high school diploma or GED and was enrolled in approved vocational industrial education program in the area of licensure. Each full year of training may count for one-half year of apprenticeship toward the four years of required work experience;
- d. Hold a high school diploma or GED and have completed credit in an approved two or four (4) year technical school. Each ten semester hours of approved course work may count for one year of apprenticeship. Maximum allowance for credit in lieu of experience is two years toward the four years of required work experience.

NOTE: A person may not use a combination of exceptions.

2. Industrial or Technical Related

- a. Hold a high school diploma or GED and have completed three (3) years (6,000 clock hours) of satisfactory and reasonably continuous work experience in the occupational area or experience related to the area;

OR

- b. Be a graduate of an approved college or university with a bachelor's degree related to his/her teaching assignment and have completed two years (two 4,000 clock hours) of satisfactory and reasonably continuous work experience related to the area;

OR

- c. Hold a high school diploma or GED and was enrolled in an approved vocational education program in the desired area of licensure. Each full year of training may count for one-half year of apprenticeship. Maximum allowance is one year toward the required three (3) years of work experience;

OR

- d. Hold a high school diploma or GED and have completed credit in an approved two or four (4) year technical school. Each ten semester hours of approved shop work and drawing may count for one year of apprenticeship. Maximum allowance is one year toward the required three (3) years of work experience.

NOTE: A person may not use a combination of exceptions.

- a. Health Occupations

1. Practical Nursing

Submit evidence of valid licensure as a registered nurse in West Virginia and has completed three (3) years (6,000 clock hours) of professional wage earning experience with the most recent being within the past three (3) years above and beyond the training period as a nurse. The experience should essentially involve "patient-side" nursing care in a long term, intermediate or acute care clinical facility such as a nursing home or hospital.

2. Nursing Assistant and Health Assistant

Submit evidence of valid licensure as a registered nurse in West Virginia and two years (4,000 clock hours) of wage earning experience within the most recent being with the past three (3) years above and beyond the training period; experience gained in "patient-side" nursing care in a long term, intermediate, or acute care clinical facility such as a nursing home or hospital.

3. Medical Assistant

Submit evidence of a valid American Association of Medical Assistants (AAMA) Certificate and two years (4,000 clock hours) of wage earning experience the most recent being within the past three (3) years above and beyond the training period; experience gained in a medical office or out-patient clinic, with experience in all aspects of medical office practice, i.e., insurance, medical transcription, and clinical procedures such as treatments and examinations.

4. Medical Lab Technician

Submit evidence of a valid American Society of Clinical Pathology (ASCP) or American Medical

Technology Association (AMT) or International Society for Clinical Lab Technology (ISCLT) certificate and two years (4,000 clock hours) of wage earning experience the most recent being within the past three (3) years above and beyond the training period; experience gained in a clinical laboratory in a hospital, physician's office or clinic in the performance of routine laboratory procedures in bacteriology, blood-banking, hematology, urinalysis and serology.

5. Dental Assistant

Submit evidence of a valid Dental Assistant National Board (DANB) certificate and two years (4,000 clock hours) of wage earning experience the most recent being within the past three (3) years and beyond the training period; experience gained in a dental office with practice, i.e., scheduling, billing, and chairside assisting.

6. Dental Lab Technician

Submit evidence of a valid National Board for Certification (NBC) certificate in Dental Laboratory Technology and two years (4,000 clock hours) of wage earning experience that most recent being within the past three (3) years and beyond the training period; experience gained in a dental laboratory, dental office or dental clinic in the fabrication of dental restorations.

7. Other Health Occupations

Submit a copy of a valid certificate or license from the appropriate state and/or national organization or agency when applicable and evidence of two years (4,000 clock hours) of recent wage earning experience above and beyond the training period in the occupation to be taught.

b. Cooperative Teacher Coordinator

1. Issuance

- a. Hold a Vocational Certificate or a Professional Certificate with an endorsement in vocational home economics, vocational agriculture, distributive education, or business and have completed a minimum of one year (2,000 clock hours) or related wage earning experience in a non-teaching position:  
OR

- b. Hold a five-year Professional Certificate at the adolescent level in fields other than listed above and has completed a minimum of two years (4,000 clock hours) or related wage earning experience in a non-teaching position.

2. Renewal

The holder of the Permit must renew annually under permit renewal guidelines or with six (6) semester hours in cooperative education.

3. Endorsement Requirements

Complete within a two (2) year period after beginning employment, nine semester hours in principles of cooperative vocational education and/or development of curriculum materials for cooperative vocational education programs. These nine hours, in addition to the requirements for the permit, shall meet the standards for the Cooperative Teacher Coordinator endorsement on the Vocational Certificate or Professional Teaching Certificate.

c. Occupational Home Economics

1. Hold a high school diploma or GED and have completed four years (8,000 clock hours) or satisfactory and reasonably continuous work experience in the occupation for which he/she expects licensure; OR
2. Be a graduate of an approved college or university with a bachelors degree in an area related to the occupation for which licensure is desired and have completed three (3) years (6,000 clock hours) of satisfactory and reasonably continuous work experience in the area for which instruction will be provided.

4. Renewal of the Vocational Permit

The Vocational Permit may be renewed for a one-year period provided:

- a. The applicant completes subsequent to the issuance of the last permit held, six semester hours in courses appropriate to the Vocational Certificate. Each teacher who receives a Vocational Permit for full-time teaching will be expected to complete all requirements for the Vocational Certificate in accordance with his/her teaching assignment in a period of not more than five years.

- b. The applicant submits evidence of successful completion of the required content specialization examination. (Policy 5106)
- c. The State Coordinator of Industrial and Technical Education verifies that the credits are applicable to the student's certification program and recommends the renewal of the permit.
- d. The employing county superintendent recommends that the applicant's permit be renewed.

B. VOCATIONAL CERTIFICATE

1. Definition and Purpose

The Vocational Certificate is a five-year license for teaching in a vocational, secondary, post-secondary or adult program issued to a person who has completed a state-approved vocational program and all other prerequisite employment, training and teaching experience requirements. The function of this teacher is to prepare students for job entry level positions in the work force.

2. Conditions for Issuance

a. West Virginia Approved Program

A five (5) year Vocational Certificate for teaching in an approved vocational industrial, technical, occupational home economics, health occupations, or cooperative program in a specific occupation may be issued provided the following conditions have been met:

1. TEACHERS WITH AN INDUSTRIAL ARTS EDUCATION DEGREE

A. Completed 9 semester hours of professional education coursework which included:

- 1. History & Philosophy VE                      3 sem. hrs.
- 2. Occupational Analysis                        3 sem. hrs.
- 3. Course Const. & Planning                    3 sem. hrs.

2. TEACHERS WITH AN EDUCATIONAL DEGREE OTHER THAN INDUSTRIAL ARTS

A. Completed 18 semester hours of professional education coursework which included:

- 1. Teaching Methods in VE                      3 sem. hrs.
- 2. Introduction to VE                            3 sem. hrs.
- 3. Occupational Analysis                        3 sem. hrs.
- 4. Course Const. & Planning                    3 sem. hrs.
- 5. Safety in VE                                    3 sem. hrs.
- 6. Org. & Mgt.                                    3 sem. hrs.

3. TEACHERS HOLDING A BACHELOR'S DEGREE OTHER THAN AN EDUCATION DEGREE AND TEACHERS WITH LESS THAN A BACHELOR'S DEGREE.

A. Completed all 22 semester hours of professional education program which included:

- |                                  |             |
|----------------------------------|-------------|
| 1. Teacher Education Orientation | 1 sem. hr.  |
| 2. Introduction to VE            | 3 sem. hrs. |
| 3. Occupational Analysis         | 3 sem. hrs. |
| 4. Teaching Methods in VE        | 3 sem. hrs. |
| 5. Course Const. & Planning      | 3 sem. hrs. |
| 6. Methods of Exam.              | 3 sem. hrs. |
| 7. Org. & Mgt.                   | 3 sem. hrs. |
| 8. Safety in VE                  | 3 sem. hrs. |

4. Has satisfied the work and training experience required for the issuance of the Vocational Permit.
5. Submits evidence of the required scores on the Basic Skills Test. (Policy 5106). See Section 9A3 for exceptions.
6. Satisfactorily completed the professional education performance assessment. (Policy 5106)
7. Is recommended by the State Coordinator of Industrial and Technical Education who certifies that the applicant has completed the required educational program. The State Coordinator of Industrial and Technical Education may approve the substitution of courses other than those with the asterisk for occupations which are non-shop oriented, especially technical, health occupations, and occupational home economics, provided approval is granted prior to enrolling for renewal credit.
8. Is recommended by the county superintendent who certifies that the applicant has completed three (3) years of successful teaching experience in accordance with the endorsement requested on the Vocational Certificate.

b. Interstate Reciprocity

The holder of a valid regular vocational certificate or license issued by a state with which West Virginia has signed a reciprocal agreement may be issued an initial West Virginia license provided he/she:

1. Has taught full-time for three (3) of the past seven (7) years in the field and on a valid certificate in the reciprocal state.

2. Meets any non-educational requirements in accordance with the current standards and requirements in West Virginia.

3. Areas of Specialization

The Vocational Certificate may be issued in the following areas of specialization: a) vocational industrial, technical, b) occupational home economics, and c) health occupations programs.

4. Renewal of the Vocational Certificate

a. The Vocational Certificate may be renewed for a five-year period provided:

1. The applicant completes, subsequent to the issuance of the last certificate held and within the five (5) year period immediately preceding the date of application, six (6) semester hours of credit appropriate to the approved professional development or vocational degree program. (see Section 12 F2 and F3)

2. The State Coordinator of Industrial and Technical Education verifies that the credits are applicable to the applicant's certification program and recommends the renewal of the certificate.

3. The county superintendent recommends that the applicant's certificate be renewed.

5. The Permanent Vocational Certificate

The Vocational Certificate may be issued permanently provided the applicant:

a. Holds or is eligible for a valid five (5) year vocational certificate.

b. Has completed five (5) years of successful legal teaching experience and the requirements for a master's degree in a program relevant to the public school curriculum in an accredited institution as defined in Section 4A, OR

Completes two (2) renewals of the Vocational Certificate valid for five (5) years, AND

c. Receives the recommendation of the employing superintendent or the county superintendent in the county of residence.

C. TEMPORARY VOCATIONAL CERTIFICATES

a. Issuance

A teacher who has completed all the requirements for the five-year Vocational Certificate with the exception of the three (3) years of required teaching experience may be granted, upon the recommendation of the State Coordinator of Industrial and Technical Education, a Temporary Vocational Certificate, valid for one year. A teacher who has completed the teaching experience requirement may not receive a Temporary Vocational Certificate.

b. Renewal

1. This license may be renewed no more than two (2) times by earning, for each renewal, three (3) semester hours from the courses prescribed for the renewal of the Vocational Certificate.

2. The recommendation of the county superintendent and the State Coordinator of Industrial and Technical Education are also required for each renewal.

c. Equivalency to the Vocational Certificate

The Temporary Vocational Certificate is equivalent to the five-year Vocational Certificate for employment and salary purposes.

D. ADDITIONAL ENDORSEMENT TO A VOCATIONAL PERMIT FOR FULL-TIME TEACHING OR VOCATIONAL CERTIFICATE

An individual seeking an additional endorsement to a valid vocational permit for full-time teaching or certificate must meet the occupational experience requirement and the required score on the appropriate content test.

E. VOCATIONAL PERMIT FOR SUBSTITUTE TEACHING

1. Definition

A Vocational Permit for substitute teaching may be issued for a three year period in the areas identified below. Holders of such permits will renew their licenses under the same guidelines as permits for full-time teaching.

2. Areas of Specialization

An applicant for a Vocational Permit for substitute teaching endorsed in the following areas must:

a. Industrial, Technical and Occupational Home Economics Areas

1. Hold a high school diploma or GED and have completed six (6) years (12,000 clock hours) of satisfactory and reasonably continuous work experience in the occupation for which he/she expects licensure; OR
2. Be a graduate of an approved college or university with a bachelor's degree in an area related to the occupation for which licensure is desired and has completed three (3) years (6,000 clock hours) of satisfactory and reasonably continuous work experience in the area for which instruction will be provided; OR
3. Hold a high school diploma or GED and was enrolled in an approved vocational industrial education program in the area of licensure. Each full year of training may count for one-half year of apprenticeship toward the six of required work experience; OR

NOTE: A person may not use a combination of exceptions.

b. Health Occupations

1. Satisfy all requirements listed for the permit for full-time teaching in this area except the basic skills exam.

F. RENEWAL BY AGE

1. The one (1) or five (5) year Vocational Teaching Certificate or Vocational Permit for substitute teaching may be renewed if the applicant: has reached 60 years of age and presents a photostatic copy of the birth certificate in lieu of college credit. The photostatic copy filed will not be returned. The Vocational Permit for full-time teaching may not be renewed on the basis of age.
2. Is recommended by the employing superintendent or the county superintendent in the county of residence.

G. ADULT LICENSE

1. Definition and Purpose

The Adult License recognizes that adult learners have special needs which can be grouped into three major classifications: a) vocational needs which call for the upgrading of existing skills or the development of new

skills to satisfy the demands within the current labor market, b) upgrade information processing skills, communication skills, and computational skills needed to function in society, improve self-esteem, prepare for and earn a high school equivalency diploma, and/or satisfy their personal vocational or academic goals, and c) personal needs to fill desired goals for licensure activities and special interest. Vocational programs are offered in the following categories: adult basic education, vocational industrial, technical, and health occupations.

2. Conditions for Issuance

The conditions for issuance vary from endorsement to endorsement and the criteria for each specialization area are described under the area of specialization. All Adult Licenses require the recommendation of the employing superintendent and verification that the applicant has satisfied the minimum requirements by the designee in the Bureau of Vocational, Technical and Adult Education. The Adult License is issued for a five-year period.

3. Areas of Specialization

The Adult License is issued in the following areas:

a. Adult Basic Education

1. Original Issuance

The applicant must have completed a minimum of a bachelor's degree from an accredited college as defined in Section 4A with an overall "C" average.

2. Renewal

The applicant must submit evidence of: a) six (6) semester hours of credit in courses prescribed for the Professional Certificate or credit in a program of adult education subsequent to the issuance of the license being renewed, and within the five (5) year period immediately preceding the date of application, and b) the recommendation of the county superintendent. Beginning with the 1993 school year, fifteen (15) clock hours of adult basic education staff development inservice activities in addition to six (6) semester hours of college credit will be required for renewal of the permit.

b. Vocational Industrial, Technical, Health Occupations or Occupational Home Economics

The applicant holds a high school diploma and submits evidence of having completed the same trade, industrial, technical, health occupations and/or occupational home economics experience required for the issuance of the Vocational Permit for substitute teaching.

c. Emergency Medical Technician

1. Original Issuance

The applicant holds a high school diploma or GED and submits evidence of 1) current EMT or Paramedic licensure in West Virginia, 2) completion of four (4) years of recent work experience above and beyond the training period in the occupation to be taught; experience in emergency room or emergency medical care accepted, 3) scores a minimum of 85% on current EMT entry level examination, 4) current CPR instructor certification, 5) completes an approved instructor course, 6) successfully completes the field based experience in EMT instructor training.

2. Renewal

The applicant submits evidence of: 1) current EMT or paramedic license, 2) current CPR instructor certification, 3) at least 27 hours teaching activity in an approved EMT Basic or Refresher Course subsequent to the issuance of the license being renewed, 4) having served as an evaluator for at least one practical examination subsequent to the issuance of the license being renewed, and 5) having attended at least three (3) approved instructor seminars subsequent to the issuance of the license being renewed.

NOTE: Any individual who holds an Adult License for EMT training and who must renew prior to July 1, 1988, may be issued an Adult License provided the holder meets the above requirements and submits evidence of: 1) attending at least one instructor seminar, and 2) training in military anti-shock trousers.

d. Business or Marketing

The applicant holds a high school diploma and submits evidence of three (3) years of successful wage earning experience in the occupation for which instruction is offered.

e. Adult Special Interest

Endorsements for teaching in an approved special interest course include aging and retirement, americanization and citizenship, arts and crafts, fine arts, drama and music, parent education, recreation, home-making, languages and literature.

The applicant submits an official copy of his education record, evidence of competence to teach in the specialization designated on the application for licensure, and a recommendation from an employer in his/her skill related to his/her employment or a recommendation from a person knowledgeable of his competence.

4. Renewal Requirements

Unless the content specialization notes otherwise, the superintendent's recommendation is the only criterion required for renewal.

SECTION 10. AUTHORIZATIONS

A. ANNUAL AUTHORIZATIONS

1. Definition and Purpose

The authorization enables the superintendent to staff a position in specializations identified annually by the State Board when the employee is assigned to a position which may include grade levels not covered by the professional endorsement or when personnel have worked in positions for an extended time prior to the adoption of program standards.

2. Conditions for Issuance

Personnel must: a) be assigned to the position for which the superintendent requests and recommends the authorization, and b) meet any prerequisite certificate and/or experience required for the specific endorsement.

3. Areas of Specialization

An Annual Authorization may be issued in the following areas of specialization provided the applicant:

a. Principal of Two Schools on a Single Campus

1. Issuance

Holds a Professional Administrative Certificate endorsed for principal and is assigned to grade levels not covered by the principal's endorsement

provided the assignment is for two schools on a single campus delivering early, middle, and/or adolescent programs.

Experience gained through the assignment may be used for conversion to the five year certificate and for the issuance of a permanent certificate.

2. Renewal

The authorization may be reissued on the basis of a letter of request from the employing county superintendent.

b. School Business Official \*

1. Issuance

Holds a bachelor's degree from an accredited college as defined in Section 4A.

2. Renewal

a. Completes fifteen (15) clock hours of inservice credit offered by the West Virginia Department of Education; AND

b. The county superintendent verifies employment as a school business official. This authorization shall be issued as a permanent authorization upon the fifth renewal of the annual authorization.

\* The authorization is required for the Chief School Business Official but optional for others working under the supervision of this individual.

c. Out of Field Authorization

1. Issuance

The State Superintendent of Schools may grant an out-of-field authorization to an employee holding a valid Professional Teaching Certificate who is assigned to a teaching area for which he/she does not hold or qualify for appropriate licensure. A request for such authorization must be submitted by the county superintendent, with an indication of the date of county board of education approval.

2. Renewal

Renewal of the authorization will require six (6) semester hours of credit applicable to the state approved program in the area in which the authorization is granted.

B. PERMANENT AUTHORIZATIONS

1. Definition and Purpose

The Permanent Authorization is issued by the state superintendent of schools upon the professional educator's completion of a state-approved training program. The authorization enables the holder to continue in the position and is official verification that the holder has attained minimal competency. Holders of the authorization are encouraged to seek professional certification in the endorsement.

2. Conditions for Issuance and Areas of Specialization

The conditions for issuance with the exception of the superintendent's recommendation are unique to each specialization.

a. Middle Childhood Education

Middle Childhood Education Authorizations gained by professional educators completing approved programs through provisions established by the West Virginia Board of Education from 1977-82 which previously authorized individuals to work in specific assignments in a middle childhood setting now allow such individuals to work with middle childhood learners in any specialization which appears on his/her license(s).

b. School Nurses

1. A registered professional nurse with five full years of school nurse experience prior to July 1, 1988; or a registered professional nurse with a minimum of a bachelor's degree in a field other than nursing or a Board of Regent's degree and one full year of school nursing experience; or a registered professional nurse who has provided seven years of school nurse services under a local board of health contract with a county board of education may be granted a permanent authorization provided he/she:

a. Is legally serving as a registered professional school nurse in West Virginia during the 1985-86, 1986-87 or 1987-88 school year.

b. Has successfully completed at least one West Virginia Department of Education sponsored summer workshop for school nurses or its equivalent.

c. Is recommended for the permanent authorization by the employing or contracting superintendent.

2. A registered professional nurse who holds a bachelor's degree or above with a major in nursing and is employed or contracted as a school nurse by July 1, 1988 may also be granted permanent authorization.

c. Vocational Administrator

The permanent vocational administrator authorization enables the holder to continue as a vocational administrator.

d. Developmental Reading

The holder of a Professional Teaching Certificate who completes a county or RESA state approved program developed in conjunction with an institution of higher education and is recommended by the designated official will be issued a permanent developmental reading authorization. (Policy 5201)

e. Remedial Reading

The holder of a Professional Teaching Certificate who completes a county or RESA state approved program developed in conjunction with a graduate institution with an approved reading specialist program and is recommended by the designated official will be issued a remedial reading authorization. (Policy 5201)

f. School Business Official

See Section 10 3 b 2 b.

SECTION 11 SPECIFIC CERTIFICATION REQUIREMENTS FOR PROFESSIONAL TEACHING, SERVICE, AND ADMINISTRATIVE CERTIFICATES

A. PROFESSIONAL TEACHING CERTIFICATE

1. Internship License Requirements for Reading Specialist

A person who is employed as a Reading Specialist by a county board of education and who has completed the specific degree and program requirement may be issued a one-year Internship License provided the applicant:

a. Has completed all academic requirements for the master's degree from an institution accredited to award the degree.

- b. Has completed with the exception of the performance assessment, three-fourths of a state approved graduate program for Reading Specialist based upon the state adopted program objectives.
- c. Has achieved the minimum proficiency level on the state-approved content specialization test for Reading Specialist.
- d. Is employed as a Reading Specialist.
- e. Is recommended for the license by the institution where the applicant is enrolled in the approved graduate program.
- f. Enrolls to complete the performance assessment under the direction of the college with an approved program and the employing county school system.
- g. Holds a valid Professional Teaching Certificate.

2. Professional Teaching Certificate Requirements for Reading Specialist

The holder of a valid Professional Teaching Certificate may have the certificate endorsed for Reading Specialist provided he/she:

- a. Has completed all academic requirements for the master's degree from an institution accredited to award the degree.
- b. Has completed all testing and approved program requirements including the performance assessment.
- c. Is recommended by the institution for the endorsement based upon having successfully completed the state approved graduate program.

B. PROFESSIONAL SERVICE CERTIFICATE

1. Internship License Requirements for School Counselor and School Psychologist

The person who is employed as a School Counselor or School Psychologist by a county board of education and who has completed the specific degree and program requirement may be issued a one-year Internship License provided the applicant meets the following requirements described for each endorsement:

a. School Counselor

- 1. Has completed all academic requirements for the master's degree from an institution accredited to award the degree.

2. Has completed with the exception of the performance assessment, three-fourths of a state-approved graduate program for School Counselor based upon the state adopted program objectives.
3. Has achieved the minimum proficiency level on the state-approved content specialization test for School Counselor.
4. Is employed as a School Counselor.
5. Is recommended for the license by the institution where the applicant is enrolled in a state approved graduate program.
6. Enrolls to complete the performance assessment under the direction of the college with an approved graduate program and the employing county school system.
7. Holds a valid Professional Teaching Certificate at the level for which the School Counselor endorsement is sought or has completed the additional training in a graduate state-approved alternative School Counselor program which addressed professional cognitive objectives.

b. School Psychologist

1. Has completed all academic requirements for the master's degree from an institution accredited to award the degree.
2. Has completed with the exception of the performance assessment, three-fourths of a state-approved graduate program for School Psychologist based upon the state adopted program objective.
3. Has achieved the minimum proficiency level on the state approved content specialization test for School Psychologist.
4. Is employed as a School Psychologist.
5. Is recommended for the license by the institution where the applicant is enrolled in a state approved graduate program.
6. Enrolls to complete the performance assessment under the direction of the college with an approved graduate program and the employing county school system.

2. Professional Service Certificates valid for three-years may be issued for School Counselor, School Psychologist, Speech-Language Pathologist, and Educational Audiologist provided the applicant:

- a. Has completed all academic requirements for the master's degree.
- b. Has completed all testing and approved program requirements including the performance assessment.
- c. Is recommended by the institution for the certificate based upon having successfully completed the state approved program.

C. PROFESSIONAL ADMINISTRATIVE CERTIFICATE

1. Internship License Requirement for: School Principal, General Supervisor of Instruction, Vocational Administrator, and Superintendent

The person who is employed in any of the above designated positions by the county board of education and who has completed the specific degree, program, and experience requirements, may be issued a one-year Internship License provided the applicant:

a. Elementary/Middle/Junior High Principal

1. Has completed all academic requirements for the master's degree from an institution accredited to award the degree.
2. Has completed, with the exception of the performance assessment, three-fourths of a state-approved graduate program for Elementary/Middle/Junior High Principal based upon the state adopted program objectives for Principal.
3. Has achieved the minimum proficiency level on the state-approved content specialization test for School Principal.
4. Has completed three (3) years of teaching experience at the elementary, middle, or junior high school level or any combination thereof.
5. Holds a Professional Teaching Certificate for Early Childhood, Multi Subjects, Elementary or a specialization for grades K-12.
6. Is employed as an elementary, middle, or junior high school principal or assistant principal.

7. Is recommended for the license by the institution where the applicant is enrolled in the approved graduate program.
8. Enrolls to complete the performance assessment under the direction of the college with an approved graduate program and the employing county school system.

b. Middle/Junior/Senior High Principal

1. Has completed all academic requirements for the master's degree from an institution accredited to award the degree.
2. Has completed, with the exception of the performance assessment, three-fourths of a state approved graduate program for Middle/Junior/Senior High Principal based upon the state adopted program objectives for Principal.
3. Has achieved the minimum proficiency level on the state approved content specialization test for School Principal.
4. Has completed three (3) years of teaching experience at the middle/junior/senior high school level or any combination thereof.
5. Holds a Professional Teaching Certificate endorsed for grades 5-12, K-12, or 7-12.
6. Is employed as a middle/junior/senior high school principal or assistant principal.
7. Is recommended for the license by the institution where the applicant is enrolled in the approved graduate program.
8. Enrolls to complete the performance assessment under the direction of the college with an approved graduate program and the employing county school system.

c. General Supervisor of Instruction

1. Has completed all academic requirements for the master's degree from an institution accredited to award the degree.
2. Has completed, with the exception of the performance assessment, three-fourths of a state-approved graduate program for General Supervisor of Instruction based upon the state adopted program objectives for General Supervisor of Instruction.

3. Has achieved the minimum proficiency level on the state-approved content specialization test for General Supervisors of Instruction.
4. Holds a Professional Teaching Certificate.
5. Has completed three (3) years of teaching experience.
6. Is employed as a Supervisor of Instruction.
7. Is recommended for the license by the institution where the applicant is enrolled in the approved graduate program.
8. Enrolls to complete the performance assessment under the direction of the college with an approved graduate program and the employing county school system.

d. Vocational Administrator

1. Has completed all academic requirements for the master's degree from an institution accredited to award the degree.
2. Holds a valid Professional Teaching Certificate endorsed for a vocational subject area, a valid five-year Vocational Certificate or a valid Professional Teaching Certificate with any endorsement and a valid Vocational Permit.
3. Has completed with the exception of the performance assessment, three-fourths of a state approved graduate program for Vocational Administrators based upon the state-adopted program objectives for Vocational Administrator.
4. Has achieved the minimum proficiency level on the state-approved content specialization test for Vocational Administrator.
5. Is recommended for the license by the institution where the applicant is enrolled in the approved graduate program.
6. Has completed three (3) years of teaching experience at the middle, adolescent, or adult level or any combination thereof.
7. Is employed as a Vocational Administrator or Assistant Vocational Administrator regardless of title.

8. Enrolls to complete the performance assessment under the direction of the college with an approved graduate program and the employing county school system.

e. Superintendent

1. Holds a master's degree or its equivalent related to public school education plus twenty-four (24) semester hours related to public school education earned at an institution of higher education approved to offer graduate work.
2. Has completed, with the exception of the performance assessment, three-fourths of a state-approved graduate program for Superintendent based upon state adopted program objectives.
3. Has achieved the minimum proficiency level on the state approved content specialization test for Superintendent.
4. Has completed five (5) years experience in public school teaching and/or supervision.
5. Holds a valid Professional or Vocational Certificate.
6. Is employed as a Superintendent or Assistant Superintendent.
7. Is recommended for the license by the institution where the applicant is enrolled in the approved graduate program.
8. Enrolls to complete the performance assessment under the direction of the college with an approved graduate program and the employing county school system.

2. Requirements for the Professional Administrative Certificate Issued Provisionally

A Professional Administrative Certificate valid for three (3) years may be issued in the specific program area identified above provided the applicant:

- a. Has completed all academic requirements for the master's degree.
- b. Has completed the minimum proficiency level on the state-approved content specialization test.

- c. Is recommended for the certificate by the institution as having successfully completed the state-approved program including the performance assessment.
  - d. Has completed the required educational experience requirement as specified in the Internship Licensure requirements for the endorsement.
  - e. Holds the prerequisite certificate specialization(s) and/or grade levels as specified in the Internship License requirements for the endorsement.
3. Renewal and Conversion of and Permanent Professional Administrative Certificates

See Section 8-D-4, 5, and 6 of this policy.

## SECTION 12. ADVANCED SALARY CLASSIFICATION

### A. Purpose

For pay purposes, the state recognizes five (5) levels of advanced salary classifications. The purpose of this policy is to specify the requirements that must be met to grant an advanced salary classification.

### B. Definitions and Interpretations - Legal Basis - School Laws of West Virginia. (§18A-4-1)

- 1. "Classification of certification" - the class or type of certificate issued by the State Superintendent of Schools under the statutory provisions.
- 2. "Classification of training" - the number of collegiate or graduate hours necessary to meet the requirements stipulated for each of the salary classification levels.
- 3. "Basic salary" - the salary paid to a teacher with zero years of experience and in accordance with the classification of certification and of training of said teacher.
- 4. "Advanced salary" - the basic salary plus an experience increment based on the allowable years of experience of the respective teacher in accordance with the schedule training of said teacher.
- 5. "Years of experience" - the number of years the teacher has been employed in the teaching profession, including active work in educational positions other than the public schools, and service in the armed forces of the United States if the teacher was under contract to teach at the time of his/her induction. The teacher's experience shall be limited to that allowed under his/her training classification as found in the minimum salary schedule.

6. "B.A." - a bachelor's degree, from an accredited institution of higher education as defined in Section 4A, which has been issued to, or for which the requirements for such have been met by, a person who qualifies for or holds a professional certificate or its equivalent.
7. "B.A. plus 15" - a bachelor's degree as defined above plus fifteen hours of graduate work, from an accredited institution of higher education as defined in Section 4A certified to do graduate work in an approved planned program at the graduate or for level which requirements have been met by a person who qualifies for or holds a professional certificate or its equivalent. An individual employed on permit in specializations which require a master's degree program for the initial Professional Certificate may be granted a BA plus 15 salary classification upon completion of fifteen semester hours of coursework leading to the master's degree in the specialization in which the permit is issued.\*
8. "M.A." - a master's degree earned in an accredited institution of higher education as defined in Section 4A approved to do graduate work, which has been issued to, or the requirements for such have been met by a person who qualifies for or holds a professional certificate or its equivalent.
9. "M.A. plus 15" - the above-defined master's degree plus fifteen hours of graduate work, earned in an institution of higher education approved to do graduate work, if the person is qualified for or holds a professional certificate or its equivalent.\* This classification is equivalent to forty-five (45) semester hours including a master's degree.\*
10. "M.A. plus 30" - the above-defined master's degree plus thirty graduate hours earned in an institution approved to do graduate work, if the person is qualified for or holds a professional certificate or its equivalent.\* This classification is equivalent to sixty (60) semester hours including a master's degree.\*

\*Fifteen (15) undergraduate credit hours from a regionally accredited institution of higher education, earned after July 1, 1984 may be utilized for advanced salary classification if such hours are in accordance with (a) the teacher's current classification of certification and of training, (b) a designated instructional shortage area documented by the employing superintendent, or (c) an identified teaching deficiency documented through the State approved county personnel evaluation system.

11. "Doctorate" - a doctor's degree earned from a university qualified and approved to confer such a degree, which has been issued to or the requirements for such have been met by a person who qualifies for or holds a professional certificate or its equivalent.
12. Hours - semester hours. For purposes of converting quarter hours to semester hours, one (1) quarter hour is equivalent to two-thirds (2/3) of a semester hour.
13. Graduate credit - credit which could have been used, has been used, or may be used for a degree beyond the bachelor's level, earned in an institution accredited to provide graduate credit.
14. Duplicate credit - credit which covers substantially the same content for which the person has received previous credit.

C. GOVERNING PRINCIPLES

1. A teacher who holds a master's degree based on fewer than thirty (30) semester hours may qualify for the advanced salary classification by completing fifteen or thirty hours in excess of graduate degree requirements.
2. All graduate credit, otherwise acceptable, completed prior to September 1, 1966, shall be approved for advanced salary classification.
3. Credit for the BA plus 15 earned after September 1, 1966, must be appropriate to Option 1, 2, or 3 approved planned program whether earned in full or part. Options 1, 2, and 3 may not be combined but hours earned prior to September may be combined with any of these options.
4. Correspondence credit at the graduate level may not be used for purposes of advanced salary classification unless the applicant has obtained a statement prior to his/her enrollment from the appropriate dean or registrar indicating the credit for which the applicant hopes to enroll may be used for a degree beyond the bachelor's level in the institution in which the credit is to be earned and submitted such statement to the Department of Education.
5. The holder of a permanent School Nurse Authorization may qualify for advanced salary classification provided all requirements for the specific classification have been met.

D. DATING OF SALARY CLASSIFICATION

Salary classifications shall be dated as of the date the applicant completed all requirements for the specified salary classification except that no application received after

August 31, based upon completion of requirements in the preceding fiscal year, will have the salary classification dated prior to July 1, of the current fiscal year.

E. CONDITIONS FOR ISSUANCE

1. Bachelor's Plus 15 Classification Approved Planned Program Objectives

The law provides for an "approved planned program at the graduate level" for the Bachelor's Plus 15 level. The following four options are established which the teacher can use in qualifying for an approved program.

- a. Option 1 - Consists of fifteen semester hours of graduate credit which is applicable toward a master's degree. A teacher planning to pursue the advanced salary classification by enrolling in the master's degree program must make certain he/she has actually been admitted to a master's degree program (rather than to a graduate level course as a special student and meet with his/her selected advisor. A teacher should identify himself as candidates for the advanced salary classification to insure he has completed all provisions of the program.
- b. Option 2 - Consists of fifteen graduate hours agreed upon by the superintendent, the collegiate representative, and the teacher. This program must be planned and approved by the institution and superintendent before the courses are taken. The cooperating institutions will not approve the program after the credit has been earned. A planned program must be with one institution only, and a teacher cannot expect the approving institution to include credits earned elsewhere unless approval is secured prior to enrollment.
- c. Option 3 - Consists of fifteen graduate hours that were used or are to be used for the renewal of a certificate and/or an additional endorsement. If the teacher is working toward an additional endorsement, the specialization must be specified and evidence given that is indeed the goal.
- d. Option 4 - Consists of fifteen graduate hours accumulated prior to September 1966.

2. Master's Classification

Consists of a master's degree earned in an accredited institution of higher education as defined in Section 4A approved to do graduate work, which has been issued to, or the requirements for such have been met by a person who qualifies for or holds a professional certificate or its equivalent.

3. Master's Plus Fifteen or Thirty Salary Classification

A teacher with a master's degree who is seeking the master's plus fifteen or thirty salary classification need not select a planned program, however, he/she should select courses which will upgrade teaching skills and/or contribute to the improvement of instruction or services in the public schools.

4. Doctorate Classification

Consists of a doctor's degree earned from a university qualified and approved to confer such a degree, which has been issued to or the requirements for such have been met by a person who qualifies for or holds a professional certificate or its equivalent.

F. ADVANCED SALARY CLASSIFICATIONS FOR HOLDERS OF THE VOCATIONAL CERTIFICATE

The West Virginia School Law §18A-4-4 states that the State Board of Education shall establish the minimum salary schedule for teachers where specialized training may be required for vocational, technical and adult education. The holder of the Vocational Certificate may qualify for the salary classifications listed below.

1. Salary Classification Levels

- a. BA - The basic salary schedule for the Vocational Certificate is that established for a Professional Certificate based on a bachelor's degree in the State Minimum Salary Schedule unless the certificate is issued on the basis of a master's or doctor's degree in which case the salary schedule would related to the appropriate degree.
- b. B.A. Plus 15 - The B.A. plus 15 salary classification may be issued to a teacher whose vocational certificate is not based on a degree if the teacher has completed the minimum of twenty (20) semester hours of prescribed credit required for the issuance of the certificate plus an additional fifteen (15) semester hours of approved credit. All credit which was approved for the renewal of the certificate prior to June 30, 1967, may be applied toward the advanced salary classification. All credit earned subsequent to June 30, 1967, shall be selected from those courses approved by the West Virginia Department of Education.

For the B.A. plus 15 salary classification, the Temporary Vocational Certificate may be equated with the Vocational Certificate valid for five (5) years.

c. Masters, Master's Plus 15, and Master's Plus 30

On and after the first day of July 1985, a vocational industrial, technical, occupational home economics, and health occupations teacher, who is required to hold a vocational certificate and is paid a salary equivalent to the amount prescribed for "AB plus 15" training classification in the state minimum salary schedule for teachers, shall, upon application, receive advanced salary classification and be entitled to increase compensation on and after such date in respect to and based upon additional semester hours approved by the State Board of Education. All such hours must be earned from a regionally accredited institution of higher education.

Upon completion of additional training from a planned program, the advanced salary levels would be as follows:

1. "Master's" - a minimum of fifty (50) semester hours of credit in an approved planned program.
2. "Master's plus 15" - a minimum of sixty-five (65) semester hours of credit in an approved planned program.
3. "Master's plus 30" - a minimum of eighty (80) semester hours of credit in an approved planned program.

Effective July 1, 1986, those individuals advancing to a master's plus 30 salary classification by virtue of earning a bachelor's degree must hold the permanent Vocational Certificate.

2. Professional Development Courses Acceptable for Salary Increment for Teachers Initially Employed Prior to July 1, 1989

The teacher may earn additional salary levels, B.A. plus 15, Master's, Master's plus 15, and Master's plus 30 by completing fifteen (15) semester hours of additional coursework for each level. Six (6) semester hours of those earned for each salary level shall be in the area of occupational specialization updating. The following is a list of courses approved for earning additional salary levels.

6-150	Computer Literacy	2
6-201	Psychology of Human Development	3
6-300	School & Society	3
6-301	Psychology of Learning	3
6-403	Teaching of Reading in Secondary Schools	2
9-101	Composition & Rhetoric	3

9-102	Composition & Rhetoric	3
9-250	Effective Speech	2
30-306	Coordination of Cooperative VE	3
30-402	History & Philosophy of VE	3
17-__ *	Science	8
30-409	Coordination of Vocational Youth Activities	3
30-__ **	Occupational Specialization Update	24
52-__ *	Math	6
30-415	Audio Visual Productions in VE	3
30-421	Teaching Special Students in VE	3
30-__	Microcomputer Network Applications	3
_____ ***	Approved Electives	9

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- \* Teachers who are not pursuing a degree will select courses appropriate to their occupational specialization and individual needs. Teachers pursuing a degree shall select courses to meet degree requirements.
  - \*\* The requirement for occupational specialization updating may be met by any of the following: approved industry sponsored workshops; approved specialization related coursework sponsored by an accredited institution of higher education in a State Board of Education approved program in Vocational-Technical Education; approved back to industry occupational experiences.
  - \*\*\* Approved electives may include courses/workshops in occupational updating, courses required for degree in Vocational-Technical Education, or workshops related to curriculum and instruction.
3. Professional Development Courses Acceptable for Salary Increments for Teachers Initially Employed on or After July 1, 1989

The teacher initially employed on or after July 1, 1989 may earn additional salary levels, B.A. plus 15, Master's, Master's plus 15 and Master's plus 30 by completing fifteen (15) semester hours of additional course work for each level. The accumulated totals include those semester hours used to satisfy the vocational certificate requirements plus courses selected from the following approved lists.

APPROVED COURSES FOR THE B.A. PLUS 15, MASTER'S AND MASTER'S PLUS 15 LEVELS:

A minimum of three (3) semester hours for the B.A. plus 15 level, six (6) semester hours for the Master's level and six (6) semester hours for the Master's plus 15 level shall be in the area of Teaching Specialization Update.

9-101	Composition and Reading	3
9-102	Composition, Rhetoric and Reading	3
6-150	Computer Literacy	2
6-201	Psychology of Development	3
52-	Mathematics	6
6-301	Psychology of Learning	3
CC-5	Laboratory Science	8
30-	Teaching Specialization Update *	15

APPROVED COURSES FOR THE MASTER'S PLUS 30 LEVEL:

A minimum of six (6) semester hours of credit earned for the Master's plus 30 level shall be in the area of Teaching Specialization Update.

9-250	Effective Speech	2
6-300	School and Society	3
6-403	Teaching of Reading in Secondary Schools	2
30-306	Coordination of Cooperative VE	3
30-402	History and Philosophy of VE	3
30-409	Coordination of Vocational Youth Activities	3
30-415	Audio Visual Productions in VE	3
30-421	Teaching Special Students in VE	3
30-	Teaching Specialization Update *	6

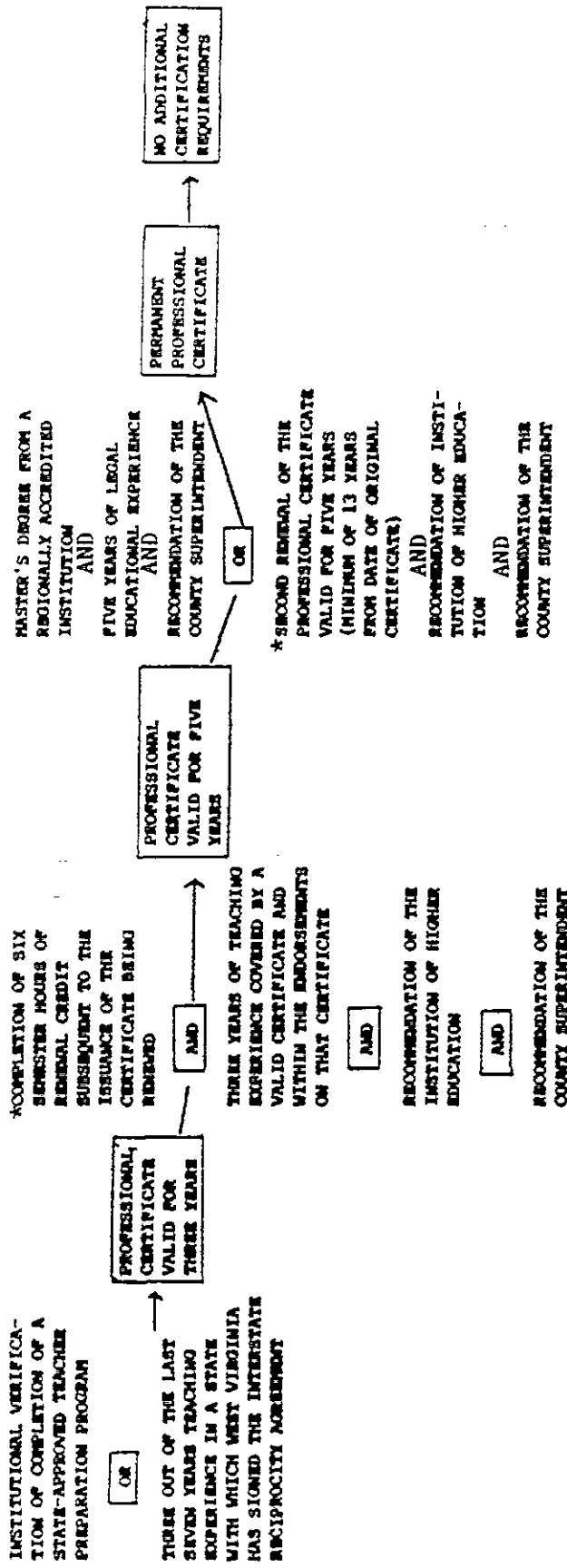
Additional Courses Required for the B.S. Degree \*\*

\* The requirements for TEACHING SPECIALIZATION UPDATE may be satisfied by: approved industry sponsored technical update workshops; approved specialization related course work sponsored by an accredited institution of higher

education; approved back-to-industry experiences; and special incentive workshops sponsored by the State Department of Education.

\*\* Persons enrolled in the Bachelor of Science Degree in Vocational-Technical Education may satisfy Master's plus 30 level course requirements (excluding the six hours of Teaching Specialization Update) by completing other courses (not listed above) that are required for the Bachelor of Science Degree in Vocational-Technical Education at West Virginia Institute of Technology.

WEST VIRGINIA PROFESSIONAL CERTIFICATION CONTINUUM



2270 3/87 \*An individual who holds a master's plus 30 salary classification based upon the awarding of a master's degree will not be required to complete additional renewal credit.

WVDg



Capitol Complex, Charleston 25305

FILED  
West Virginia Department of Education  
1989 SEP - 7 AM 10:00

Henry R. Marockie, State Superintendent of Schools  
OFFICE OF WEST VIRGINIA  
SECRETARY OF STATE

M E M O R A N D U M

TO: Persons Addressed  
FROM: Henry Marockie *HM*  
State Superintendent of Schools  
RE: Revisions to Minimum Requirements for the Licensure of Educational Personnel - Policy 5202  
DATE: August 22, 1989

At its August 11, 1989 meeting, the West Virginia Board of Education approved the revisions to Minimum Requirements for the Licensure of Educational Personnel (Policy 5202).

Several of the revisions create additional options for counties to meet staffing needs for the 1989-90 school year. Out-of-state applicants who completed an accredited college's state-approved program including a content test and performance assessment (student teaching) will be granted a provisional Professional Certificate. Applicants who completed all of the above with the exception of the test will be guaranteed a one-year Temporary Certificate. Permits for industrial arts, mathematics through Algebra I, school principal and vocational agriculture unit specializations are now available. Out of field authorizations for persons assigned to teach in an area outside the endorsements on their valid Professional Certificate have also been created. In addition, the Board expanded the definition of an accredited college to include the American Association of Bible Colleges, Association of Independent Colleges and Schools, and the Association of Theological Schools. This provision should broaden the pool of eligible applicants.

Individuals who completed an approved program more than seven years ago and did not apply for the endorsement may be granted a one-year Temporary Certificate. This certificate may be upgraded to the Professional Certificate upon successful completion of the content test(s). Other revisions include clarification of criteria for employment, requirements for conversion and permanent certification, issuance of vocational licenses and advanced salary classifications and requirements for licensure to serve as a superintendent.

If you have questions regarding the revised policy, please contact your certification liaison in the department.

HM:jb 2915o  
Enclosures