

WEST VIRGINIA  
SECRETARY OF STATE  
- KEN HECHLER  
ADMINISTRATIVE LAW DIVISION

Form #5

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1991 JUN 26 PM 4:00

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 Department of Education TITLE NUMBER: 126

CITE AUTHORITY: 18A-2-9, 18A-3-1, 18A-3-2, 18A-3-3, 18A-3-6, 18A-4-1, 18-10E-1,  
18-2-6, 18-4-2

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

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

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

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

TITLE OF RULE BEING AMENDED: Minimum Requirements for the Licensure of  
Educational Personnel, 1975 Revised 1991 and Advanced Salary Classificatio

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 August 6, 1991

Barbara L. Estep  
June 24, 1991

9.00

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

FILED

1991 JUN 26 PM 4:00

Title: Minimum Requirements for the Licensure of Educational Personnel,  
1975 Revised 1991 and Advanced Salary Classifications

OFFICE OF THE SECRETARY OF STATE

SECTION 1. GENERAL

- A. Scope -- These legislative/procedural rules establish the minimum requirements for the licensure of educational personnel to teach in the public schools of West Virginia.
- B. Authority - West Virginia Code 18A-2-9, 18A-3-1, 18A-3-2, 18A-3-3, 18A-3-6, 18A-4-1, 18-10E-1, 18-2-6, 18-4-2
- C. Filing Date - June 24, 1991
- D. Effective Date - August 6, 1991
- E. Repeal of Former Rule - This is a revision of the policy which became effective October 24, 1990.

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 to professional personnel: a) temporary license; b) professional certificate; c) vocational license; and d) authorization and one (1) type of license to service personnel: a) paraprofessional certificate.

- 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. The license grants the holder 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 met prescribed academic and professional standards within an approved educational preparation program or, by virtue of experience, has 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 to teach in the public schools.
- 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) work 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.
- E. Paraprofessional Certificate - The purpose of a paraprofessional certificate is to enable the county board of education to employ an individual in a support capacity to assist in the facilitation of instruction and supervision of pupils while under the direction of a professional educator.

### SECTION 3. AUTHORITIES

#### A. State Board of Education

The state code authorizes the state board of education to exercise supervisory control over teacher preparation programs through program approval and the establishment of standards.

#### B. State Superintendent of Schools

The state code authorizes the state superintendent of schools to: 1) issue professional certificates, 2) issue other licenses for individuals who do not qualify for the professional certificate, and 3) issue paraprofessional certificates (§18A-3-2a).

### 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 delivered by an accredited institution 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. Beginning Teacher Internship - a school based program intended to provide appropriate staff development activities and supervision to beginning educators to assure their competency for licensure to teach in the public schools of West Virginia.
- E. 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, completion of the beginning teacher internship program, if applicable, and the recommendation of the county superintendent.
- F. 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.
- G. Endorsement - The specialization(s) and grade levels appearing on any license which designates the program areas to which the holder can be legally assigned within the public schools of West Virginia. (§18A-3-2)
- H. Experience - A professional assignment consistent with the endorsement(s) identified on the educator's license or permissible under State Board policy.
- I. License - The term used to collectively recognize any or all documents issued by the state superintendent of schools under the state law and regulations of the state board of education to empower an individual to perform designated services within the public schools.
- J. Long-Term Substitute - A licensed educator who temporarily replaces, for more than thirty (30) days, the person assigned to that position. The long-term substitute must hold endorsements consistent with the assignment or have received a waiver from the state superintendent of schools.

- K. Management Level Experience - Work experience in which an individual's assignment in the organization is designated as a position of authority with responsibility for regulating the relationships between and among people.
- L. One Year of Experience - 133 paid days within one school year.
- M. Performance Assessment - An assessment of the prospective educator's professional skills utilizing an approved instrument which incorporates state board of education approved professional education performance objectives and is administered by the college faculty and the cooperating public school teacher(s).
- N. 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.
- O. Professional Commitment - A written agreement signed by the holder of a permit to pursue a renewal program leading to a Professional Certificate in the endorsement area(s) on the permit.
- P. Quarter Hour Conversion - For purposes of converting quarter hours to semester hours, one (1) quarter hour is equivalent to two-thirds (2/3) of a semester hour.
- Q. Renewal - The extension of the license's original validity period for an equal period of time under conditions set forth in this policy.
- R. Renewal Credit - Six semester hours of college credit that are: 1) appropriate to renew, convert, or make permanent any license, 2) completed at an accredited institution as defined in Section 4-A, and 3) 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. If a combination of graduate and undergraduate credit is used for renewal purposes, an average of "C" or above is required. Credit must be completed subsequent to the issuance of the license being renewed and within the five (5) year period immediately preceding the date of application. (§18A-3-3)
- S. Short-Term Substitute - A licensed educator who replaces the person assigned to that position for a period of thirty (30) days or less.
- T. 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 in Section 11 of this policy.

SECTION 5. GOVERNING PRINCIPLES

A. Eligibility for Licensure

General Requirements

A certificate shall be granted to a person who: 1) is a citizen of the United States, 2) is of good moral character, 3) is physically, mentally and emotionally qualified to perform the duties of a teacher, and 4) has attained the age of eighteen years on or before the first day of October of the year in which the certificate is issued. (§18A-3-2a)

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 4-A are recognized for certification purposes.

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

- 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. Credential 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

To be granted licensure in West Virginia, the applicant must have a minimum of a "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 Trustees and Board of Directors.

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 are 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, an out-of-state applicant who did not successfully complete a state content testing program with a state minimum proficiency level in another state shall meet West Virginia's required content specialization test proficiency levels in each endorsement sought if an approved test exists. (Policy 5100)

An out-of-state applicant who completed three (3) out of the last seven (7) years of successful experience in another state in the content area(s) for which licensure is being requested shall be exempt from meeting the testing requirement provided the experience was completed under a Professional Certificate or its equivalent.

6. Performance Assessment(s) of Out-of-State Applicants

A graduate of an out-of-state institution who completed approved programs which did not require a performance assessment in each specialization and/or programmatic level may qualify for such endorsements on the West Virginia certificate provided all other requirements have been met.

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 specializations and grade levels as shown on the certificate for the period of his/her employment. (§18A-3-2)

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 the teacher 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-3-2)
3. The county board of education shall employ and assign the most qualified person for all instructional, student support, and administrative assignments. When filling a vacancy, the licensure held by the applicants shall be a major factor in determining the most qualified person. (§18A-4-7a)
4. Positions held by individuals employed on permits must be declared vacant and posted for bid by March 1 of each year for the succeeding school year.

K. Assignment

1. The professional educator's assignment is restricted to the endorsement(s) shown on the license. (§18A-3-2)
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 or paraprofessional 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. (§18A-3-1)
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 consents to fill a specific assignment which 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 of schools 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 of schools may revoke the certificate(s) 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

The Certification Appeals Board provides an appeals process for individuals related to interpretations of certification regulations in order to allow an objective review of issues and decisions. Any appeal shall be filed pursuant to state board of education Policy 5203.

## N. Alternative Program for the Education of Teachers (APET)

1. The purpose of Alternative Programs for the Education of Teachers is to provide a non-traditional delivery system for individuals who hold a minimum of a bachelor's degree in a discipline offered in the public schools and from an accredited institution of higher education as defined in Section 4-A. A county school system, consortium of schools, school, regional educational service agency or an institution of higher education, may administer and deliver alternative certification programs as approved by the state board of education. (Policy 5901).

2. An individual who has met minimal requirements stipulated in Policy 5901, Section 2, may be granted a letter of eligibility which will enable her/him to seek employment

as an alternative program teacher in a public school approved to participate in an alternative program for the education of teachers.

3. An individual enrolled in an alternative program may be employed on a temporary license.

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 state board of education. (Section 11 of this policy)

A.B. Plus 15  
M.A.  
M.A. Plus 15  
M.A. Plus 30  
M.A. Plus 45 (effective July 1, 1994)  
Doctorate  
In-field Classification (effective July 1, 1992)

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. Six semester hours of credit may be reimbursed per license being renewed with a maximum of fifteen (15) semester hours per teacher. (§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 state 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 educational preparation program, which did not include a state content test with a state minimum proficiency level, more than seven (7) years prior to the date of application, may be granted a non-renewable Temporary Certificate provided an endorsement in the area the individual completed the program is currently issued. 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). In cases where no state content test exists, the applicant will be granted a provisional Professional Certificate valid for three (3) years or an additional endorsement to an existing certificate.

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 and the county superintendent's recommendation. (§18A-3-3)

2. Renewal by Advanced Salary Classification

The holder of a Professional Teaching, Service, Administrative and/or Vocational Certificate who has completed all program requirements, and who holds a minimum of 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 birth certificate or photostatic copy presented for renewal will not be returned. The individual must make application for renewal and receive the county superintendent's recommendation. (§18A-3-3)

T. Curriculum Enrichment

Individuals, who by reason of their educational or practical background and employment records are qualified, may provide curriculum enrichment on a part-time or temporary basis in highly specialized areas. These program areas include the

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 not required.

U. Certification Patterns for Licensure

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 state board of education.

Graduates of West Virginia state approved programs shall be granted endorsements reflecting the programmatic levels of the programs they completed. Out-of-state applicants shall be granted endorsements reflecting the West Virginia programmatic levels most comparable to the programs they completed.

V. 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.

W. Middle Childhood Authorizations

1. A teacher who holds both 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.
2. Middle Childhood Education Authorizations issued to professional educators who completed approved programs through provisions established by the state board of education from 1977-82 and 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 all specializations which appear on their license(s).

X. 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 of exceptionality being served.

SECTION 6. TYPES OF LICENSES ISSUED

A. For Professional Personnel

1. Temporary Licenses
  - a. Permits for Full-Time Employment
  - b. Permits for Substitute Employment
  - c. Internship License
  - d. Temporary Certificate
  - e. Alternative Teacher Program Certificate
2. Professional Certificates
  - a. Professional Teaching Certificate
  - b. Professional Service Certificate
  - c. Professional Administrative Certificate
3. Vocational Licenses
  - a. Vocational Permit
  - b. Vocational Certificate
  - c. Adult License
4. Authorizations
  - a. Annual
  - b. Permanent

B. For Paraprofessional Personnel

1. Paraprofessional Certificate

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. The county superintendent verifies that the applicant is the most qualified candidate. Permits are limited to specializations identified by the state board of education.

2. Conditions for Issuance

A permit is issued on the basis of a minimum of: 1) a bachelor's degree from an accredited institution of higher education as defined in Section 4-A, 2) completion of the minimum hours of coursework specified in Section 7-A-3, 3) the recommendation of the employing county superintendent, and 4) the recommendation of the college official at the institution where the individual will complete an approved program. Permits will expire June 30 of the school year in which they are granted.

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. (Expires June 30, 1992)
- 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 7-C-3-c of this policy.
- d. Technology Education - A valid Professional or Vocational Teaching Certificate and completion of six (6) semester hours of credit applicable to an approved technology education program including an approved course in 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. (Expires June 30, 1992)
- l. Safety Education - six (6) semester hours of credit applicable to an approved safety education program including an approved basic teacher preparatory course for teaching students behind-the-wheel practice driving.
- m. School Counselor - Twelve (12) semester hours of graduate credit applicable to an approved school counselor program.

- n. School Nurse - A valid license issued by the West Virginia Board of Examiners. A bachelor's degree is not required for this permit.
- o. 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 7-C-3-c of this policy.
- p. School Psychologist - Forty-five (45) semester hours of graduate credit applicable to an approved school psychologist program.
- q. School Social Services and Attendance - Six (6) semester hours of credit applicable to an approved school social services and attendance program.
- r. Science Specialization Areas - Twelve (12) semester hours of credit applicable to an approved program in the desired specialization.
- s. Special Education Teaching Specialization Areas - Six (6) semester hours of credit applicable to the state approved content specialization program component or a valid Professional Teaching Certificate endorsed for elementary education or multi-subjects.
- t. Speech Language Pathologist - Thirty-six (36) semester hours of credit applicable to an approved speech pathology program.
- u. Vocational Administrator - A master's degree with at least twelve (12) semester hours of credit applicable to an approved program for the Vocational Administrator and all prerequisite certificate and teaching experience requirements specified in Section 7-C-3-c of this policy.
- v. 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 an accredited institution as defined in Section 4-A, 2) completes six (6) semester hours of renewal

credit in a state-approved program applicable to any one or a combination of the specializations appearing on the permit, 3) is continually employed in the specialization(s), 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 any one or a combination of the specializations appearing on 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 30 days or less (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.

3. Options and Areas of Specialization

- a. Option I - Holds a valid West Virginia Professional Certificate in the area of assignment. (No additional license will be issued.)
- b. 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 state board of education. (The Substitute Permit will be endorsed in areas reflected on the certificate.)
- c. Option III - 1) Holds or has held 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 has completed six (6) semester hours in any other specialization appropriate to the Professional Teaching or Service Certificate.
- d. Option IV - 1) Holds a bachelor's degree from an accredited college as defined in Section 4-A, 2) meets the requirements stipulated for any of the specializations listed under permits for full-time employment (Section 7-A-3) and/or has completed six (6) semester hours in any other specialization appropriate to the Professional Teaching or Service Certificate, and 3) completes a state approved substitute training program prior to the issuance of the initial permit.

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 may renew the substitute permit upon completion of six (6) semester hours of credit applicable to an approved program in any or a combination of the specializations reflected on the permit. The first renewal of the permit for an Option IV employee, who does not hold a master's degree, shall require the state required proficiency assessment on the PPST.

## 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 the minimum degree required for the endorsement from an accredited college defined in Section 4-A 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 any endorsement area for the Professional Teaching, Service, and/or Administrative Certificates provided the institution of higher education's state-approved program makes provision for such a license.
- 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.

c. Internship License Requirements for Specific Endorsements

1. Internship License Requirements for Reading Specialist, School Counselor, School Psychologist, Elementary/Middle/Junior High or Middle/Junior/Senior High Principal, General Supervisor of Instruction, Vocational Administrator, and Superintendent

A person employed by a county board of education to serve in any of the specializations indicated above 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, and
- b. Has completed, with the exception of the performance assessment, three-fourths of the appropriate state-approved graduate program based upon the state adopted program objectives, and
- c. Has achieved the minimum proficiency level on the appropriate state-approved content specialization test, and
- d. Is employed to serve in the endorsement area for which the Internship License is requested, and
- e. Is recommended for the license by the employing county superintendent and institution where the applicant is enrolled in the approved graduate program, and
- f. Enrolls to complete the performance assessment under the direction of the employing county school system and the college with an approved graduate program in the area recognized on the license, and
- g. For the Internship License endorsed to serve as a principal, general supervisor of instruction, vocational administrator, or

superintendent, holds a valid Professional Teaching or Service Certificate endorsed to serve at the grade levels for which the Internship License is requested. An Internship License for elementary/middle/junior high principal requires a Professional Teaching Certificate endorsed for early childhood, multi-subjects, elementary, or a teaching or service certificate endorsement for grades K-12. An Internship License for middle/junior/senior high principal requires a Professional Teaching or Service Certificate endorsed for grades 5-12, K-12, or 7-12. A Vocational Certificate may also be accepted as the prerequisite certificate for vocational administrator and/or superintendent. An Internship License endorsed to serve as a reading specialist requires a Professional Teaching Certificate. An Internship License endorsed to serve as a counselor requires a Professional Teaching Certificate or additional training in a graduate state-approved alternative school counselor program which addressed professional cognitive objectives, and

- h. For the Internship License endorsed to serve as a principal, general supervisor of instruction, vocational administrator, or superintendent, completes three (3) years of teaching or service experience within the programmatic levels for which the Internship License is requested.

#### 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 4-A, 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 the three (3) years immediately preceding the date of application may receive a one-year non-renewable Temporary Certificate which will allow him/her an opportunity for employment while completing renewal requirements. A notarized statement verifying the individual has not been employed in an educational setting in West Virginia during the three (3) year period immediately preceding the date of application must accompany the application for the Temporary Certificate.

(Note: See Requirements for Renewal of a Professional Certificate - Section 8- C-1 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 4-A, 2) has completed the approved program including a performance assessment, 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 with a required minimum proficiency level in another state may use this assessment in lieu of the West Virginia content assessment.

d. 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 one (1) year Temporary Certificate. This certificate is limited to the endorsements on the Professional Teaching and/or Service Certificates. Renewal credit is not required until the applicant applies for the third renewal of this certificate. (Note: See Requirements for Renewal of a Professional Certificate - Section 8- C of this policy.) This certificate may be converted to the Professional Certificate upon submission of an application for the certificate and verification of United States citizenship.

e. Foreign Exchange Teacher

A foreign exchange teacher may be issued a one (1) year Temporary Certificate provided the applicant is employed as an exchange teacher in West Virginia and has completed an educational preparation program or holds a teaching certificate in a foreign country in an endorsement area comparable to an endorsement recognized by the state board of education and in the area of assignment.

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 Certificates.

4. Extension of Temporary Certificates for Extenuating Circumstances

A Temporary Certificate may be extended for one year provided the same conditions for extension of permits described in Section 7-A-5 have been met.

E. ALTERNATIVE PROGRAM FOR THE EDUCATION OF TEACHERS (APET) CERTIFICATE

1. Definition and Purpose

An Alternative Program for the Education of Teachers (APET) Certificate may be issued to a person who is a) employed by a West Virginia county board of education and b) enrolled in an alternative teacher program approved by the state board of education. The certificate shall expire June 30 of the school year in which it is issued. The certificate may be reissued once upon verification by the county superintendent that the candidate is continuing employment and participation in the alternative program. (Policy 5901)

2. Conditions for Issuance

An Alternative Teacher Program Certificate is issued on the basis of employment in a school included in an approved alternative program and a letter of eligibility verifying that initial requirements for participation in the program have been met.

3. Areas of Specialization

An Alternative Teacher Program Certificate may be granted only in teaching specializations approved by the state board of education.

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 as defined in Section 4-A or a state board of education approved alternative program for the education of teachers. 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 of education regulations. (§18A-3-2a; §18A-3-3)

2. Conditions for Issuance

The initial Professional Teaching 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 and receives the recommendation of the designated official at the institution through which the program was completed. (See Policy 5100)

b. West Virginia Approved Alternative Program for the Education of Teachers

Completes a state-approved alternative program for the education of teachers and receives the recommendation of the designated official. (Policy 5901)

c. Interstate Reciprocity

1.1) Completes a state-approved teacher education program through an accredited institution of higher education as defined in Section 4-A 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

1.2) Completes three (3) years of successful teaching experience in the last seven years in a state with which West Virginia has reciprocity and in a specialization(s) endorsed on the valid reciprocal certificate and for which the West Virginia certificate is requested, and

2.) Meets all other non-educational requirements in accordance with current standards and requirements in West Virginia.

d. Out-of-State Approved Program From a State With Which West Virginia Does Not Have a Reciprocal Agreement

1.1) Completes a state-approved educational preparation program including a performance assessment at an out-of-state accredited institution as defined in Section 4-A, 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

1.2) Completes three (3) years of successful teaching experience in the last seven (7) years in another state and in a specialization(s) endorsed on the valid out-of-state certificate and meets minimum degree requirements for the endorsement sought, and

2) Meets all other non-educational requirements in accordance with current standards and requirements in West Virginia.

3. Areas of Specialization

a. Content specializations are those areas for which the state 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 4-A shall receive the categorical special education endorsement(s) in the handicapping conditions covered by the multi- or non-categorical program provided the applicant documents a performance assessment or one (1) year of experience in each of the areas covered by the multi - or non-categorical special education endorsement. However, an endorsement in mentally impaired mild/moderate, behavior disorders, and/or specific learning disabilities may be granted on the West Virginia certificate provided the applicant documents a performance assessment or one (1) year of experience in any of these areas. An endorsement for severe/profoundly handicapped shall be granted

provided the applicant documents a performance assessment or one (1) year of successful teaching experience at the severe/profound level.

c. The reading specialist endorsement requires completion of a master's degree.

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 state board of education from an accredited institution of higher education as defined in Section 4-A. 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 of education 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 and receives the recommendation of the designated official at the institution through which the program was completed. (See Policy 5100)

b. Interstate Reciprocity

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

OR

- 1.2) Completed three (3) years of successful experience within the last seven years in a state with which West Virginia has reciprocity and in a specialization(s) endorsed on the valid reciprocal certificate for which the West Virginia certificate is requested, and
- 2) Is eligible for and receives any prerequisite West Virginia Professional Teaching and/or Service Certificate, and
- 3) Meets the minimum degree requirements from an accredited institution as defined in Section 4-A for the endorsement as specified by the West Virginia Board of Education.
- 4) Meets any other non-educational requirements in accordance with current standards and requirements in West Virginia.

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

- 1.1) Completes a state-approved educational preparation program including a performance assessment at an out-of-state accredited institution as defined in Section 4-A, 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, see requirements for Temporary Certificate.

OR

- 1.2) Completes three (3) years of successful service experience in the last seven (7) years in another state in a specialization(s) endorsed on the valid out-of-state certificate and meets minimum degree requirements for the endorsement sought, and
- 2) Meets any other non-educational requirements in accordance with current standards and requirements in West Virginia.

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. An endorsement for educational audiologist, school counselor, school psychologist or speech/language pathologist requires completion of a master's degree.

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 REQUIREMENTS FOR THE PROFESSIONAL TEACHING OR SERVICE CERTIFICATE

1. Renewal

a. Renewal by Credit

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

- 1.1) 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

- 1.2) Holds a minimum of a master's plus thirty salary classification based upon the awarding of a master's degree from an accredited institution as defined in Section 4-A. (See Section 5-S-2), and
- 2) Is recommended by the employing superintendent or the county superintendent in the county of residence.

b. Renewal by Age

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

- 1) 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, and
- 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 (See item 4 of this section for additional information regarding applicants with out-of-state experience.)

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, and
- 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 5-S-2), and

- c. For conversion of the teaching certificate, completes three (3) years of teaching experience in accordance with the programmatic levels shown on the Professional Teaching Certificate

OR

For conversion of the service certificate, completes three (3) years of experience in accordance with one of the endorsements shown on the Professional Service Certificate, and

- d. Successfully completes a beginning teacher internship program, if applicable (see note), and

Note: An individual to whom an initial Professional Teaching Certificate is granted after January 1, 1992 shall successfully complete a beginning teacher internship program unless the individual has completed at least five (5) years of experience in another state. (§18A-3-2b) (See item 4 of this section for additional information regarding applicants with out-of-state experiences).

- e. Is recommended as a successful educator by the employing superintendent or the county superintendent in the county where the individual last taught.

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 in an endorsement recognized on the NTE certificate with no additional coursework requirement. 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. Note: The state board of education rescinded the use of the NTE for licensure purposes effective January, 1987.

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, and
- 2) Has completed five years of successful educational experience and the requirements for a master's degree related to the public school program, and
- 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, and
- 2) Has completed five (5) years of successful educational experience and the requirements for a master's degree related to the public school program. 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, and

- 3) Receives the recommendation of the employing county superintendent or the county superintendent in the county where the individual last taught.

d. Option IV

For the Professional Teaching Certificate.

- 1) Holds a valid West Virginia Temporary or Professional Teaching Certificate valid for three (3) years, and
- 2) Has completed the requirements for a master's degree related to the public school program, and
- 3) Has completed five (5) years of successful educational experience, including three (3) years of teaching experience at the programmatic level(s) designated on the teaching certificate. One (1) year of experience must have been completed in West Virginia and covered by and consistent with at least one endorsement on the Professional Certificate(s), and
- 4) Has completed the appropriate content specialization test, if applicable, and
- 5) Receives the recommendation of the employing county superintendent.

OR

For the Professional Service Certificate.

- 1) Holds a valid West Virginia Temporary Service or Professional Service Certificate valid for three (3) years, and
- 2) Has completed the requirements for a master's degree related to the public school program, and
- 3) Has completed five (5) years of successful educational experience, including three (3) years within the specialization on the Service Certificate. One year of experience must have been completed in West Virginia and covered by and consistent with at least one endorsement on the Professional Certificate(s), and
- 4) Has completed the appropriate content specialization test, if applicable, and

- 5) Receives the recommendation of the employing county superintendent
4. Experience for a Five (5) Year or Permanent Certificate for Applicants with Out-of-State Experience
  - a. An applicant who has out-of-state teaching/service 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 8-C-2 and completes at least one (1) year of successful 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.
  - b. Experience gained on a Temporary Certificate may be used for conversion to the Professional Teaching or Service Certificate valid for five (5) years.

5. 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 four 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 educator's current assignment by improving:

5.1) the educator's professional knowledge in:

5.11) the teaching strategies appropriate to those areas of study; OR

5.12) classroom management skills; OR

5.13) techniques appropriate for learners with various exceptionalities and learning styles; OR

5.14) alignment of learning outcomes with instructional strategies, materials and resources, and student and program evaluation methods and instruments.

5.2) 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.
- 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 a person who completes requirements for a master's degree from an accredited institution as defined in Section 4-A and three years of management level experience or a state approved educational program and all other requirements as specified by the state board of education. The certificate shall be endorsed to indicate the administrative or supervisory assignment(s) 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 of education regulations.

2. Conditions for Issuance

The three (3) year Professional Administrative Certificate endorsed to serve in all administrative specializations recognized by the state board of education, as identified in Section 8-D-3, shall be issued when the applicant meets one of the following options:

a) West Virginia Approved Program

- 2.1) Completes a state-approved educational preparation program in any one educational administrative specialization recognized by the state board of education through a West Virginia institution of higher education, and
- 2.2) Holds a master's degree from an accredited institution of higher education as defined in Section 4-A approved to offer a master's degree, and
- 2.3) Completes three (3) years of teaching and/or service experience at the programmatic levels appropriate for the administrative endorsement, and

- 2.4) Holds any specified prerequisite certificate and/or endorsement as specified in Section 7C3c, and
- 2.5) Receives the recommendation of the county superintendent and the designated official at the institution where the approved program was completed.

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 4-A for the endorsement as specified by the West Virginia Board of Education, and
- 3) Has completed three (3) years of administrative experience within the last seven years in another state in keeping with the administrative area(s) on the out-of-state certificate and in an administrative area(s) recognized by the state board of education.
- 4) Meets any non-educational requirements in accordance with current standards and requirements in West Virginia.

c. Out-of-State Approved Program

- 1) Completes a state-approved educational preparation program including a performance assessment in any one educational administrative specialization recognized by the state board of education through an out-of-state accredited institution as defined in Section 4-A, and
- 2) Has satisfied the content specialization test requirement with a required minimum proficiency level, and
- 3) Completes three (3) years of teaching and/or service experience at the programmatic levels appropriate for the administrative endorsement, and
- 4) Holds any specified prerequisite certificate and/or endorsement, and
- 5) Receives the recommendation of the county superintendent and the designated official at the institution where the approved program was completed.

Individuals who do not meet the content test requirement, see requirements for Temporary Certificate.

d. West Virginia Legislative Provisions

- 1) Holds a master's degree from an accredited institution as defined in Section 4-A approved to offer a master's degree, and
- 2) Has completed three (3) years of management level experience as defined in Section 4-K.

3. Areas of Specialization

The Professional Administrative Certificate shall be issued in all of 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.

Effective July 1, 1994, the prerequisites for issuance of an administrative certificate endorsed to serve as a principal shall include a minimum of six (6) semester hours of approved coursework in public school management techniques completed at an accredited institution of higher education as defined in Section 4-A. Effective this same date, the issuance of an administrative certificate endorsed to serve in any of the specializations identified in Section 8-D-3 shall require approved education and training in evaluation skills. (§18A-2-9, §18A-3-2a)

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 5-S-2), and

- b) For administrative certificates being renewed as of July 1, 1994, submits verification of approved education and training in evaluation skills, and

- c) 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-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 5-S-2), and

- b) Has completed three (3) years of successful administrative experience in any specialization or combination of specializations recognized on the Professional Administrative, and
- c) For administrative certificates being converted as of July 1, 1994, submits verification of approved education and training in evaluation skills, and

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, and
- b) Has completed five (5) years of successful educational experience including three (3) years in any area or combination of areas recognized on the Professional Administrative Certificate, and
- c) For administrative certificates being made permanent as of July 1, 1994, submits verification of approved education and training in evaluation skills, and

- d) 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 and the written section of the content specialization test. (Policy 5106) A master's degree or above from an accredited institution of higher education as defined in Section 4-A 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

Hold a Vocational Certificate or a Professional Certificate with an endorsement in a vocational-technical area; vocational home economics, vocational agriculture, distributive education, marketing education, industrial arts or business and have completed a minimum of one year (2,000 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 performance section of the 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 applicant:

- 1) completes the appropriate coursework within the state approved program as approved by the state board of education.
2. Has satisfied the work and training experience required for the issuance of the Vocational Permit.
3. Submits evidence of the required scores on the Basic Skills Test. (Policy 5106). See Section 9-A-2-a-3 for exceptions.
4. Satisfactorily completed the professional education performance assessment. (Policy 5106)
5. 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 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.
6. 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, and
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 Sections 12-F-2 and F-3)
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 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 CERTIFICATE

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. Adult 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 4-A 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 in-service 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 reflecting a minimum of 85% on the National Registry or West Virginia EMT certification or recertification 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.

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 of education when the employee is assigned to a position which may include endorsements or 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 4-A.

2. Renewal

a. Completes fifteen (15) clock hours of in-service 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. The effective date of the authorization will be the date of local 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.

d. 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.

e. Honors and Advanced Education

1. Issuance

If a county board of education is unable to employ an educator who holds the Professional Certificate with the appropriate subject area endorsement, the State Superintendent may grant an authorization to an employee provided:

- a) the position is limited to honors and advanced education programs.
- b) the position was posted as a vacancy prior to employment.
- c) the applicant holds at least a bachelor's degree from an accredited college as defined in Section 4-A.

d) the applicant has been judged competent in the content area by the county superintendent and approved by the county board of education.

2. Renewal

Honors and advanced education authorizations are non-renewable; however, they may be reissued upon request if an educator with the appropriate endorsement is not available.

f. Coach

1. Issuance

An authorization to coach may be granted by the state superintendent to an individual who does not hold a professional certificate provided:

- a. a currently employed certified professional educator within the county has not applied for and accepted the coaching position, and
- b. the applicant is employed under a contract with a county board of education to serve as a coach, and
- c. the applicant has completed state approved training (for coaches who fall within the jurisdiction of the West Virginia Secondary School Activities Commission (WVSSAC)) or approved county board of education training (for coaches who are not within the jurisdiction of the WVSSAC) as stipulated by the state superintendent of schools.

Under no circumstances shall a second contract be given unless the applicant has completed the required training program.

2. Renewal

Coaching authorizations are non-renewable; however, they may be reissued upon request if a certified professional educator within the county is not available.

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. 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)  
This provision expires June 30, 1992.

b. 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)  
This provision expires June 30, 1992.

c. School Business Official

See Section 10-3-b-2-b.

SECTION 11. ADVANCED SALARY CLASSIFICATION

A. Purpose

For pay purposes, the state recognizes several levels of advanced salary classifications. The purpose of this section 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. Professional Certificate - for salary purposes, shall mean the professional certificate or its equivalent.

3. "Classification of training" - the number of collegiate or graduate hours necessary to meet the requirements stipulated for each of the salary classification levels.
4. "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.
5. "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.
6. "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.
7. "B.A." - a bachelor's degree, from an accredited institution of higher education as defined in Section 4-A, 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.
8. "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 4-A 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. 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.\*
9. "M.A." - a master's degree earned in an accredited institution of higher education as defined in Section 4-A 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.
10. "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. This classification is equivalent to forty-five (45) semester hours including a master's degree.\*

11. "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. This classification is equivalent to sixty (60) semester hours including a master's degree.\*
12. "M.A. plus 45" - the above-defined master's degree plus forty-five graduate hours, earned in an institution approved to do graduate work, if the person is qualified for or holds a professional certificate.\* Compensation for this salary classification begins July 1, 1994.
13. "Doctorate" - a doctor's degree earned from an accredited university, as defined in Section 4-A, 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.
14. 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.
15. Graduate credit - graduate credit beyond the bachelor's level, earned in an institution accredited to provide graduate credit.
16. Duplicate credit - credit which covers substantially the same content for which the person has received previous credit.

\*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.

C. GOVERNING PRINCIPLES FOR SALARY CLASSIFICATION

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 (15), thirty (30) or forty-five (45) 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 authorization may qualify for advanced salary classification provided all requirements for the specific classification have been met.
6. For purposes of advanced salary classification, graduate work completed after the first day of July, one thousand nine hundred ninety-four, shall be related to the public school program, as prescribed by the state board of education.

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 by the local board of education 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 4-A 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, Thirty, or Forty-five Salary Classification

A teacher with a master's degree who is seeking the master's plus fifteen, thirty, or forty-five 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 an accredited university, as defined in Section 4-A 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. DEFINITIONS FOR IMPLEMENTATION OF THE IN-FIELD CLASSIFICATION

1. "In-field classification - the above-defined master's degree and one of the following:
  - a. For individuals who complete a master's degree after July 1, 1992, twenty-four (24) semester hours of post baccalaureate graduate credit, within or external to the advanced degree, confined to one specialization, completed at the undergraduate level, on the educator's professional certificate.
  - b. For individuals who complete a master's degree before July 1, 1992, eighteen (18) semester hours of post baccalaureate graduate credit, within or external to the advanced degree, confined to one specialization completed at the undergraduate level on the educator's professional certificate.
  - c. A master's degree earned prior to July 1, 1992, in a program specialization or state approved subarea of the specialization which is consistent with a specialization, completed at the undergraduate level, on the educator's professional certificate.
  - d. For individuals who complete a master's degree after July 1, 1992, twelve (12) semester hours of graduate credit above and beyond the coursework completed for the endorsement recognized for in-field master's classification only if the coursework for the endorsement was also completed at the graduate level.
  - e. For individuals who complete a master's degree before July 1, 1992, nine (9) semester hours of graduate credit above and beyond the coursework completed for the endorsement recognized for in-field classification only if the coursework for the endorsement was also completed at the graduate level: Provided, That in certification areas identified in (d) and (e) of this section where the total coursework requirements for initial certification exceed the minimum required for in-field classification, the state department of education may by rule establish exceptions.
  - f. For classroom teachers who complete a master's degree program leading to initial certification and who are assigned to that certification area for a minimum of fifty percent of the instructional day, no additional coursework shall be required.
  - g. A master's degree earned in educational administration, guidance counseling, special education or speech communications even if the classroom

teacher's assignment is not consistent with the endorsement: Provided, That special education classroom teachers must have at least five years teaching experience in special education to qualify under this subsection.

2. In-field salary - the additional compensation paid to the holder of an in-field classification whose assignment in the public schools satisfies the criteria set forth in §18A-4-1 of School Laws of West Virginia.
3. Professional course - a blend of the specialization and pedagogy, as reflected in the course title, which encompasses either a comprehensive or restricted relationship to the specialization (e.g. science or biology).
4. Related course - one in which: a) the content is based on knowledge necessary for the educator to deliver the in-field classification program of study to students or b) the content is necessary for the educator to pursue advanced coursework in the in-field classification specialization.
5. Credit consistent with the specialization: - credit which consists of:
  - a. graduate courses in the specialization or its approved subareas.
  - b. graduate professionalized courses defined, not to exceed twenty-five percent (25%) of the credit completed for the in-field classification under option a, b, d, or e.
  - c. related graduate courses as defined, not to exceed twenty-five (25%) of the credit completed for the in-field classification under option a, b, d, or e.
6. Graduate credit confined to one specialization on the educator's professional certificate - academic content in one or more of the subareas in each state content testing program specialization and/or professional education coursework specifically related to the content specialization.
7. A master's degree in a program specialization consistent with a specialization on the educator's professional certificate - 1) the same program specialization in the master's degree and on the educator's professional certificate or its equivalent, e.g. the degree program specialization in English and the specialization on the certificate is English or 2) a program specialization within a subarea of the specialization, e.g. geography is a subarea of the social studies specialization.

8. "In-field master's" - the above-defined master's degree including recognition of an above-defined in-field classification, earned in an institution of higher education approved to do graduate work, if the person is qualified for or holds a professional certificate.
9. "In-field M.A. plus 15" - the above-defined M.A. plus 15 including recognition of an above-defined in-field classification, earned in an institution of higher education approved to do graduate work, if the person is qualified for or holds a professional certificate.
10. "In-field M.A. plus 30" - the above-defined M.A. plus 30 including recognition of an above-defined in-field classification, earned in an institution of higher education approved to do graduate work, if the person is qualified for or holds a professional certificate.
11. "In-field M.A. plus 45" - the above defined M.A. plus 45 including recognition of an above-defined in-field classification, earned in an institution of higher education approved to do graduate work, if the person is qualified for or holds a professional certificate. Compensation for this salary classification begins July 1, 1994.
12. "In-field doctorate" - the above defined doctor's degree, including recognition of an above defined in-field classification, earned in an institution of higher education approved to do graduate work, if the person is qualified for or holds a professional certificate. Compensation for this salary classification begins July 1, 1994.

G. GOVERNING PRINCIPLES FOR IMPLEMENTATION OF THE IN-FIELD CLASSIFICATION

1. The effective date for implementation of compensation for the in-field classification is July 1, 1992 except for the in-field MA+45 and in-field doctorate, both of which are effective July 1, 1994.
2. An endorsement previously issued on the basis of scores on the National Teacher's Examination shall be considered the equivalent of an endorsement issued on the basis of completion of an undergraduate program.
3. In-field classification compensation is contingent upon recognition of the in-field classification and the educator's assignment.

Only those professional educators whose assignments, for a minimum of fifty (50) percent of the instructional day, are consistent with the endorsement(s) recognized as

meeting the in-field classification shall be eligible for compensation based on the in-field classification schedule. If scheduling constraints prevent the educator from being assigned to endorsements recognized for the in-field classification for a minimum of fifty (50) percent of the instructional day, the educator shall receive such compensation.

If a professional educator, who was previously employed in an area recognized for in-field classification, is reassigned to work full time in an area not recognized on said educator's certificate for in-field classification as a result of: (1) voluntary reassignment to assist the county in meeting a critical staffing need; (2) a reduction in force; or (3) placement on the transfer list in accordance with and pursuant to section seven, article two, chapter eighteen-a, any of which continues to prevent the educator from being assigned to an in-field area designated on the educator's certificate, then the educator shall continue to receive payment under the in-field classification salary schedule.

H. INTERPRETATION OF REQUIREMENTS FOR IN-FIELD CLASSIFICATION OPTIONS DESCRIBED IN SECTIONS 11-F-1-d AND 11-F-1-e

- 1) Any specialization completed at the graduate level which requires a master's degree in the specialization and program prerequisites at the undergraduate level in the same specialization for certification shall automatically be accepted as meeting the academic requirements for the in-field salary classification.
- 2) Any specialization completed at the graduate level based on thirty-six (36) or fewer semester hours requires an additional nine (9) semester hours, if the master's degree was completed prior to July 1, 1992, or twelve (12) semester hours if the master's degree was completed after July 1, 1992, consistent with the specialization to satisfy the in-field salary classification.
- 3) Any specialization completed at the graduate level based on more than thirty-six (36) semester hours will require only the additional hours of graduate credit consistent with the specialization to total forty-five (45) semester hours, if the master's degree was completed before July 1, 1992, or forty-eight (48) semester hours, if the master's degree was completed after July 1, 1992, to satisfy the in-field salary classification.

I. 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 teaching 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-__ **	Teaching 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 teaching specialization and individual needs. Teachers pursuing a degree shall select courses to meet degree requirements.

\*\* The requirement for teaching 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. These hours can be no more than five (5) years old at the time of application for the advanced salary classification.

\*\*\* Approved electives may include courses/workshops in teaching 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. These hours can be no more than five (5) years old at the time of application for the advanced salary classification.

\*\* 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.

## SECTION 12. PARAPROFESSIONAL CERTIFICATE

### A. PARAPROFESSIONAL CERTIFICATE (18A-3-2a)

#### 1. Definition and Purpose

- a. A Paraprofessional Certificate may be issued to a person who has completed thirty-six (36) semester hours of post-secondary education or its equivalent in subjects directly related to performance of the job as approved by the state board of education.
- b. The paraprofessional is a person who holds the requisite certificate and assignment which requires the individual to perform duties in a support capacity including, but not limited to, facilitating the instruction and direct or indirect supervision of pupils under the direction of a principal, teacher, or another designated professional educator. It is a discrete service personnel category and is not an aide.
- c. The paraprofessional may be assigned responsibility for a classroom when the teacher is attending a professional meeting. (18A-5-4)

## 2. Conditions for Issuance

A Paraprofessional Certificate is issued on the basis of completion of thirty-six (36) semester hours of post-secondary education or its equivalent in the following areas:

- a. **Basic Skills:** The applicant must have completed at least 9 semester hours which include the following basic skills: reading, writing, and mathematical computations. Three hours can be credited for passing each of the Preprofessional Skills Tests (PPST) on reading, mathematics and writing (total 9 hours) or by meeting the state board adopted composite score for American College Test (ACT, 25 or Enhanced ACT of 26) or the Scholastic Achievement Test (1035).
- b. **General Studies:** The applicant must have completed at least 6 semester hours (total) in courses from the humanities, fine arts, the physical or biological sciences and/or the social sciences.
- c. **Computer Literacy, Special Education and Professional Education:** The applicant must have completed at least 3 semester hours in each of the following areas: computer literacy, special education, classroom management, and human growth and development (or psychology) (Total 12 hours). Classroom management hours (3) may be credited based upon a minimum of two years of service with documentation of the successful use of classroom management skills. Special Education hours (3) may be credited by documentation of a minimum of two years successful service which includes special needs children and a minimum of 10 clock hours of in-service training directly related to special education.
- d. **Electives:** The applicant must have completed nine (9) semester hours of electives related to public instruction.

Equivalent training may be obtained from in-service programs or adult technical education programs delivered through county school systems or RESAs provided that the equivalent training for the Paraprofessional Certificate reflects the distribution requirements described above. In-service or adult technical education credit may be equated to semester hours with 15 clock hours of in-service credit equated to one semester hour of credit. A bachelor's degree from an accredited institution as defined in Section 4-A and a valid professional certificate from any state shall meet the requirements for issuance of the Paraprofessional Certificate.

3. Area of Specialization

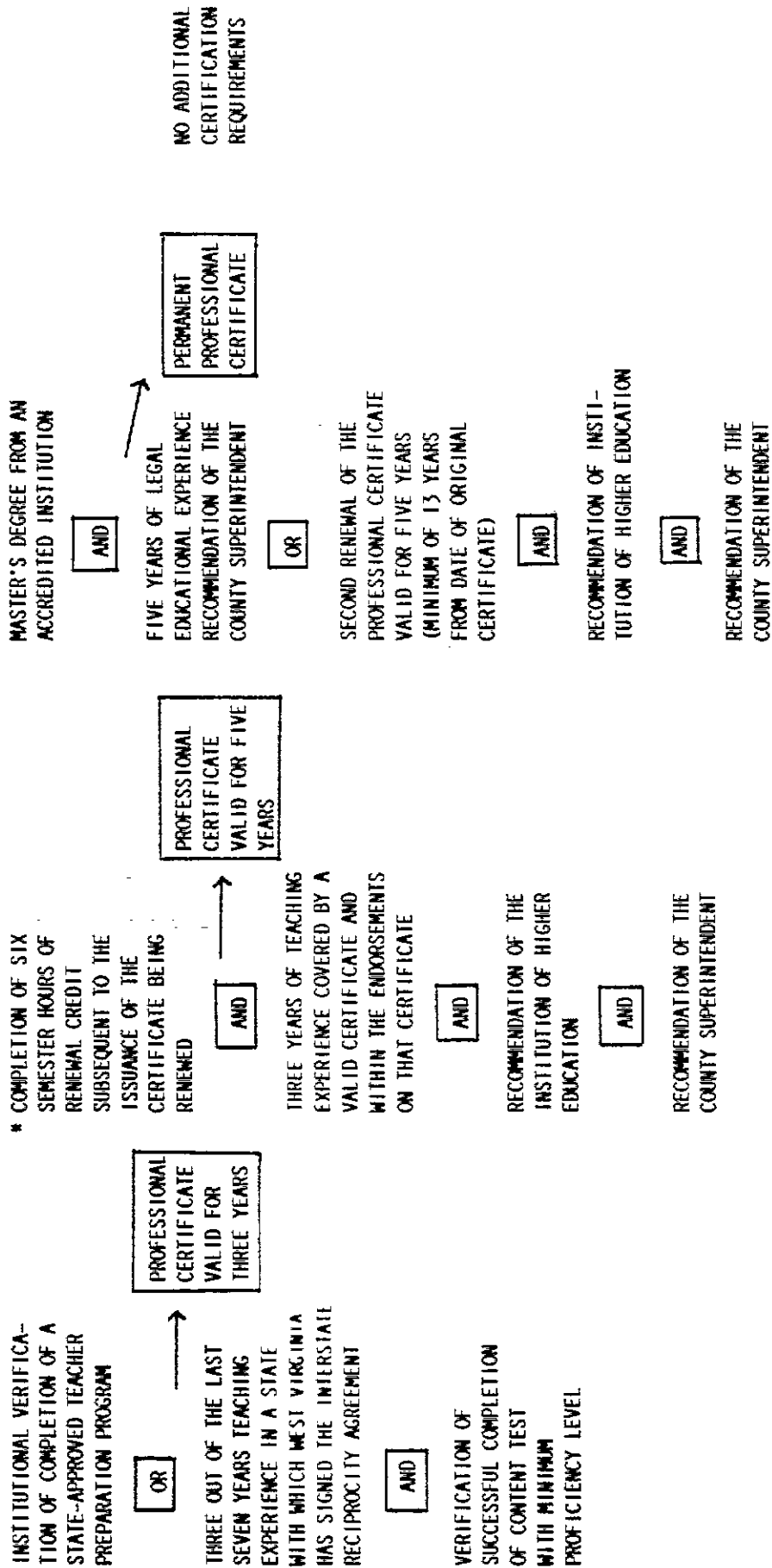
The Paraprofessional Certificate shall be endorsed to serve as a paraprofessional.

4. Renewal Requirements

The Paraprofessional Certificate shall be issued as a permanent certificate with no renewal requirements necessary.

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WEST VIRGINIA PROFESSIONAL CERTIFICATION CONTINUUM



\* 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 provided all course requirements within the state-approved program have been completed.