

WEST VIRGINIA
SECRETARY OF STATE

KEN HECHLER

ADMINISTRATIVE LAW DIVISION

Form #5

Do Not Mark In This Box

FILED

JAN 20 3 47 PM '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 Board of Education TITLE NUMBER: 126

CITE AUTHORITY: W.Va. Constitution, Article XII, §2, W.Va. Code §18-2-5, §18-10E-1, §18A-2-9, §18A-3-1, §18A-3-1a, §18A-3-3a, §18A-3-6, §18A-3-7 and §18A-4-4

RULE TYPE: PROCEDURAL _____ INTERPRETIVE _____

EXEMPT LEGISLATIVE RULE X

CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

W.Va. Code §§29A-3B-1, et seq.; W.Va. Board of Education
v. Hechler, 180 W.Va. 451; 376 S.E.2d 839 (1988).

AMENDMENT TO AN EXISTING RULE: YES ___ NO X

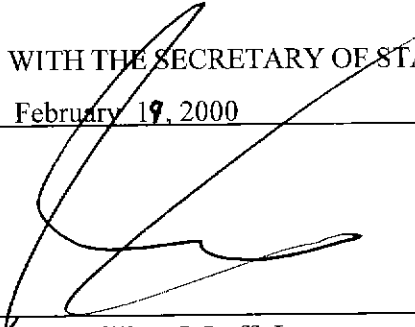
IF YES, SERIES NUMBER OF RULE BEING AMENDED: 136

TITLE OF RULE BEING AMENDED: Minimum Requirements for the Licensure of
Professional/Paraprofessional Personnel and Advanced Salary Classifications (5202)

IF NO, SERIES NUMBER OF NEW RULE BEING PROPOSED: _____

TITLE OF RULE BEING PROPOSED: _____

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE
EFFECTIVE DATE OF THIS RULE IS February 19, 2000


William J. Luff, Jr.
Associate State Superintendent

\$17.00

**POLICY 5202. MINIMUM REQUIREMENTS FOR THE LICENSURE OF
PROFESSIONAL/PARAPROFESSIONAL PERSONNEL AND
ADVANCED SALARY CLASSIFICATIONS**

EXECUTIVE SUMMARY

Second Public Comment Period Ended: December 20, 1999

Background:

Over the past several months, the West Virginia Commission for Professional Teaching Standards has reviewed the provisions of Policy 5202, resulting in several proposed amendments to the licensure policy. The Department of Education agreed with most of the Commission's recommendations. However, there were some proposed amendments on which the two entities did not agree. As a result, the West Virginia Board of Education was asked to provide direction to the Department on the drafting of the policy. The proposed amendments reflect the State Board's position on these matters. Additional amendments were proposed as a result of the first comment period and widespread anecdotal reports of substitute shortages. Several minor changes have been made to correct technical errors and in response to comments received during the second public comment period.

Recommended Revisions

- Clarify language regarding approved specializations.
- Revise the language regarding the roles of special education teachers to mirror revisions in Policy 5100: Approval of Educational Personnel Preparation Programs.
- Clarify that substitute assignment limitations apply to consecutive instructional days.
- Allow county superintendents to request substitute waivers when they are unable to staff long-term substitute positions with individuals licensed in the area(s) of assignment without seeking local board of education approval. This is necessary because of the new ten-day time limit for short-term substitutes and consistent with the procedure followed for other licensure waiver requests.
- Add a Substitute Permit waiver provision which allows candidates who have completed six clock hours of training and met all other requirements to complete the remaining twelve clock hours of training within the first semester of employment.
- Limit the number of hours of classroom observation that may be included in substitute teacher orientation and renewal training.

- Place a five-year limit on the usage of clock hours for substitute renewal training to renew a substitute permit. This is consistent with the five-year limitation placed on renewal courses for the Professional Teaching Certificate.
- Exempt any candidate with a valid West Virginia Professional Teaching Certificate who is seeking a Long-Term Substitute Permit in specialization areas for which he or she qualifies but which are not reflected on the Professional Certificate from the clock hours of training.
- Revise the language regarding renewals of existing substitute permits and vocational substitute permits.
- Revise Appendix A to show current specializations reflected on the vocational license for secondary and adult preparatory programs.

Summary of Comments

Comments were received from thirteen parties. Ten respondents commented on the substitute permit changes, and three individuals commented on the licensure fee increase. In response to the comments, we have recommended allowing county superintendents to request substitute waivers when they are unable to staff long-term substitute positions with individuals licensed in the area(s) of assignment without seeking local board of education approval. This is necessary because of the new ten-day time limit for short-term substitutes and consistent with the procedure followed for other licensure waiver requests. Additionally, we have recommended allowing any applicant with a valid West Virginia Professional Teaching Certificate to apply for a Long-Term Substitute Permit in an area in which he or she has twelve college semester hours without completing the eighteen clock hours of training.

**TITLE 126
LEGISLATIVE RULES
BOARD OF EDUCATION**

**SERIES 136
MINIMUM REQUIREMENTS FOR THE LICENSURE
OF
PROFESSIONAL/PARAPROFESSIONAL PERSONNEL
AND
ADVANCED SALARY CLASSIFICATIONS (5202)**

(REPLACEMENT RULES)

**POLICY §126-136
TABLE OF CONTENTS**

§126-136-1. General 1

§126-136-2. Summary 1

§126-136-3. Purpose 1

§126-136-4. Definitions 2

§126-136-5. Legal Bases for Licensure 7

5.1. West Virginia Board of Education 7

5.2. State Superintendent of Schools 7

§126-136-6. Responsibilities in the Licensure Process 7

6.1.1. Educator 7

6.1.2. County Superintendent 8

6.1.3. Licensing Agency 9

6.1.4. Licensure Appeal Panel 9

§126-136-7. Authorized Licenses, Specializations and Programmatic Levels 10

7.1. Categories of Licenses 10

7.2. Licenses for Professional Educators 10

7.3. Licenses for Service Personnel 11

7.4. Specializations 11

7.5. Approved Grade Levels 11

7.6. Salary Classifications 11

**§126-136-8. Dating of Licenses, Additional Endorsements, Advanced Degrees
and Advanced Salary Classifications 11**

**8.1. Dating of Licenses, Additional Endorsements, Advanced
Degrees and Advanced Salary Classifications 11**

8.2. Expiration Date 12

§126-136-9. Assignment of Professional Personnel 12

9.1. Educator 12

9.2. Assignment One Grade Above or Below 12

9.3. Adult Programs 12

9.4. Home/Hospital Instruction 12

9.5. Special Education Program-Out-of-School Environment	12
9.6. Special Education	12
9.7. Curriculum Enrichment	13
9.8. Assignment of Elementary or Multisubjects Teachers	14
9.9. Assignment of Long-Term Substitutes	14
9.10. Assignment of Short-Term Substitutes	14
9.11. Substitute Waivers	14
9.12. Contracted or RESA Services	15
9.13. Assignment of Speech Language Pathologists	15
9.14. Assignment of ESL Teachers	15
§126-136-10. Out-of-State Applicants.	15
10.1. Interstate Contract	15
10.2. Recognition of Out-of-State Licenses	15
10.3. Testing for Out-of-State Applicants	16
§126-136-11. Tuition Reimbursement	16
11.1. General Criteria	16
11.2. Limitations	16
§126-136-12. Recognition of Degrees and Course Work for Licensure, Renewal and Advanced Salary Classifications	17
12.1. Bachelor's Degree	17
12.2. Master's Degree	17
12.3. Doctorate	17
12.4. Degrees and Course Work from Unaccredited Colleges	17
12.5. Recognition of College Credit for Renewal and Salary Purposes ..	17
12.6. Related to the Public School Program	17
§126-136-13. Common Licensure Requirements	17
13.1. General Requirements	17
13.2. Grade Point Average	18
13.3. Beginning Educator/Internship	18
13.4. Licensure and Related Fees	18
§126-136-14. Professional Teaching Certificate or Professional Service Certificate ...	18
14.1. Provisional Professional Teaching Certificate or Provisional Professional Service Certificate	18
14.2. Renewal of the Provisional Professional Teaching Certificate or Provisional Professional Service Certificate	21

14.3. Conversion of the Provisional Professional Teaching Certificate or Provisional Professional Service Certificate to the Professional Teaching Certificate or Professional Service Certificate 21

14.4. Permanent Professional Teaching Certificate or Professional Service Certificate 22

14.5. Temporary Teaching or Service Certificate 22

§126-136-15. Full-Time Permits for Teaching and Student Support Services 23

15.1. Issuance of the Initial Full-Time Permit 23

15.2. Renewal of the Full-Time Permit 25

15.3. Extension of the Full-Time Permit for Extenuating Circumstances 25

§126-136-16. Substitute Permits for Teaching and Student Support Services 26

16.1. Short-Term Substitute Permit 26

16.2. Long-Term Substitute Permit 26

16.3. Existing Substitute Permits 27

16.4. Applicants with Valid West Virginia Professional Teaching Certificates 28

§126-136-17. Professional Administrative Certificate 28

17.1. Provisional Professional Administrative Certificate 28

17.2. Renewal of the Provisional Professional Administrative Certificate 29

17.3. Conversion of the Provisional Professional Administrative Certificate 30

17.4. Temporary Administrative Certificate 30

§126-136-18. Full-Time Permit for Educational Leadership Endorsements 31

18.1. Issuance of Initial Permit 31

18.2. Renewal of the Full-Time Permit for Educational Leadership Endorsements 32

18.3. Extension of the Full-Time Permit for Extenuating Circumstances 32

§126-136-19. Vocational Permit. 32

19.1. Issuance of the Initial Full-Time Vocational Permit 33

19.2. Renewal of the Vocational Permit 36

§126-136-20. Vocational Certificate. 37

20.1. Initial Vocational Certificate. 37

20.2. Renewal of the Vocational Certificate 38

20.3. Permanent Vocational Certificate	38
20.4. Temporary Vocational Certificate	39
§126-136-21. Substitute Vocational Permit	39
21.1. Initial Substitute Vocational Permit	39
21.2. Renewal of the Substitute Vocational Permit	40
§126-136-22. Adult Licenses	41
22.1. Initial Adult Licenses and Renewal	41
§126-136-23. Authorizations	44
23.1. Initial Authorizations and Renewal	44
§126-136-24. Advanced Salary Classifications for Educators	51
24.1. Purpose	51
24.2. Governing Principles	51
24.3. Salary Classifications for Holders of the Vocational License Permit or Certificate	52
24.4. Dating of Advanced Salary Classifications	54
§126-136-25. Paraprofessional License.	54
25.1. Permanent Paraprofessional Certificate	54
§126-136-26. Licensure Appeal Panel.	55
26.1. Purpose	55
26.2. Jurisdiction	55
26.3. Membership	55
26.4. Terms of Office	56
26.5. Election of Chairperson	56
26.6. Quorum	56
26.7. Meetings	56
26.8. Burden of Proof	56
26.9. Liaison	56
26.10. Appeal Process	56
26.11. Review of the Record	57
26.12. Hearings	58
26.13. Appeal to the State Board of Education	59
26.14. Appeal to the Kanawha County Circuit Court	59
Appendix A. Approved Specializations and Grade Levels.	60
Appendix B. Required Tests for West Virginia Licensure	64

FILED

JAN 20 3 52 PM '00

**TITLE 126
LEGISLATIVE RULE
BOARD OF EDUCATION**

**OFFICE OF WEST VIRGINIA
SECRETARY OF STATE**

**SERIES 136
MINIMUM REQUIREMENTS FOR THE LICENSURE
OF
PROFESSIONAL/PARAPROFESSIONAL PERSONNEL
AND
ADVANCED SALARY CLASSIFICATIONS (5202)**

§126-136-1. General.

1.1. Scope. - This legislative rule establishes the minimum requirements for the licensure of educational personnel to be employed in the public schools of West Virginia.

1.2. Authority. - West Virginia Constitution, Article XII, Section 2, West Virginia Code §§18-2-5, 18-10E-1, 18A-2-9, 18A-3-1, 18A-3-1a, 18A-3-3a, 18A-3-6, 18A-3-7, 18A-4-4.

1.3. Filing Date. - January 20, 2000

1.4. Effective Date. - February 19, 2000

§126-136-2. Summary.

2.1. These rules outline the minimum requirements for the various licenses approved by the State Board and issued by the state superintendent of schools to educators and paraprofessionals who wish to work in West Virginia's public schools. They also outline the requirements for educators who wish to qualify for an advanced salary classification. Important terminology is defined, governing principles are identified, and the criteria for issuance of each license and salary classification are established.

§126-136-3. Purpose.

3.1. The primary purpose of licensure is to assure the public that educators and paraprofessionals meet established levels of competence to deliver an appropriate and effective educational program to the state's public school students. Licensure requirements established in this policy provide a means of ensuring that persons employed in West Virginia public schools have the necessary knowledge and skills to meet the responsibilities of their professional assignments in instruction, student support services and/or administration.

3.2. The licensure system defined in these rules supports: 1) the proposition that licensure patterns and specializations should meet the needs of students; and 2) the mobility of qualified educational personnel.

§126-136-4. Definitions.

4.0. A.B. - A bachelor's degree from an accredited institution of higher education as defined in §126-136-4.2, which has been issued to, or for which the requirements for such have been met by, a person who qualifies for or holds a Professional Certificate or its equivalent.

4.1. A.B. Plus 15. - A bachelor's degree from an accredited institution of higher education as defined in §126--136-4.2 plus 15 semester hours of approved graduate course work from an accredited institution of higher education, as defined in §126-136-4.2, approved to offer graduate credit, met by a person who qualifies for or holds a Professional Certificate or its equivalent.

4.2. Accredited Institution of Higher Education. - A college or university accredited: 1) by the official accrediting agency of the state in which the institution is located and, 2) by one of the six regional accrediting agencies recognized by the National Commission on Accrediting (Middle States, New England, Northwest, North Central, Southern, and Western Associations), the American Association of Bible Colleges, the Association of Independent Colleges and Schools or the Association of Theological Schools, to award degrees at a stipulated level, i.e., bachelor's degree, master's degree, and/or doctorate degree.

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

4.4. Ancillary Requirements. - For purposes of implementing the Interstate Contract Concerning Qualification of Educational Personnel, ancillary requirement means the following: minimum grade point average, standardized testing or assessment, mentoring, experience or graduation from an accredited institution of higher education.

4.5. Appeal. - A written request submitted by an individual for a credential review based on one of the provisions stated in §126-136-26.10.1. The appellant shall cite, in writing, the basis for the appeal and shall include evidence supplied by the appellant to support her/his contention.

4.6. Appeal Panel. - Licensure Appeal Panel.

4.7. Approved Program. - An educational preparation program based upon state adopted program objectives and other requirements which is delivered by an accredited college or university and which has the endorsement of the State Board.

4.8. Beginning Educator. - A classroom teacher with less than two years of experience.

4.9. Beginning Educator Internship. - A state sanctioned program of continuing professional development for classroom teachers designed to assist the educator during the first year or two of employment by providing a mentor to guide her/him during the transition to a new job assignment.

4.10. Board of Education. - A legally constituted entity including a county board of education, the West Virginia Schools for the Deaf and the Blind, West Virginia Department of Education, a regional education service agency or any non-public school or school system in West Virginia.

4.11. Conversion. - The process of an educator completing requirements to upgrade from the Provisional Professional Certificate valid for three years to the Professional Certificate valid for five years.

4.12. County Superintendent.- The chief administrative officer of a county board of education, the West Virginia Schools for the Deaf and the Blind, the West Virginia Department of Education, a regional education service agency or any non-public school or school system in West Virginia.

4.13. Day. - Calendar day.

4.14. Doctorate. - A doctor's degree from an accredited institution of higher education as defined in §126-136-4.2 approved to offer such degrees, which has been issued to, or for which the requirements have been met by, a person who qualifies for or holds a Professional Certificate or its equivalent.

4.15. Duplicate credit. - Credit which covers substantially the same content for which the person has received previous credit.

4.16. Educator. - Shall mean the same as "teacher" as defined in W.V. Code §18-1-1.

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

4.18. Experience. - A professional assignment consistent with the endorsement(s) identified on the educator's license(s).

4.19. GED. - General Educational Development Certificate.

4.20. Graduate Credit. - Credit beyond the bachelor's level earned at an accredited institution of higher education as defined in §126-136-4.2 approved to offer graduate credit.

4.21. Hearing. - The part of a session devoted to the taking of evidence or presentation of argument during the Licensure Appeal Panel's adjudication of an appeal.

4.22. Higher Education Governing Boards. - The university system of West Virginia Board of Trustees and the Board of Directors of the state college system.

4.23. Institution of Higher Education. - An accredited college or university.

4.24. License. - The term used to designate any or all of the documents issued by the licensing agency to empower an individual to perform designated services within the public schools of West Virginia.

4.25. Licensing Agency. - West Virginia Department of Education.

4.26. Long-Term Substitute. - A licensed educator who temporarily replaces, for more than 10 consecutive instructional days, the person assigned to a position.

4.27. 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.

4.28. M.A. - A master's degree related to the public school program earned at an accredited institution of higher education as defined in §126-136-4.2 approved to offer graduate work, which has been issued to, or the requirements for which have been met, by a person who qualifies for or holds a Professional Certificate or its equivalent.

4.29. M.A. Plus 15. - A master's degree related to the public school program earned in an accredited institution of higher education as defined in §126-136-4.2 plus 15 semester hours of approved graduate course work from an accredited institution of higher education. This classification requires 45 semester hours including a master's degree and shall be recognized only on the Professional Certificate or its equivalent.

4.30. M.A. Plus 30. - A master's degree related to the public school program earned in an accredited institution of higher education as defined in §126-136-4.2 plus 30 semester hours of approved graduate course work from an accredited institution of higher education. This classification requires 60 semester hours including a master's degree and shall be recognized only on the Professional Certificate or its equivalent.

4.31. M.A. Plus 45. - A master's degree related to the public school program earned in an accredited institution of higher education as defined in §126-136-4.2 plus 45 semester hours of approved graduate course work from an accredited institution of higher education. This classification requires 75 semester hours including a master's degree and shall be recognized only on the Professional Certificate or its equivalent.

4.32. Mentor. - An experienced classroom teacher who is assigned to assist and support the beginning educator during the beginning educator internship.

4.33. One Year of Experience. - One year of experience for conversion/permanent licensure purposes equals 133 paid days within one school year.

4.34. Performance Assessment. - The process whereby a cooperating public school educator and a higher education faculty member judge a prospective educator's ability to apply basic professional knowledge and skills in an educational setting using an approved instrument that incorporates State Board approved professional education standards.

4.35. Prerequisite Experience for Conversion. - An educator's paid professional assignment consistent with the endorsement(s) identified on the educator's Professional Certificate or permissible under these rules.

4.36. Professional Certificate or Its Equivalent. - The Professional Teaching Certificate, Professional Service Certificate, Professional Administrative Certificate, Vocational Certificate, Temporary Professional Teaching Certificate, Temporary Professional Service Certificate, Temporary Professional Administrative Certificate, Temporary Vocational Certificate or the Permanent Authorization for School Nurse. For salary purposes only, all Temporary and Permanent Authorizations shall be considered equivalent to the Professional Certificate.

4.37. Professional Commitment. - A written agreement signed by an educator to pursue certification in the endorsement area(s) in which he/she is employed.

4.38. Quarter Hour Conversion. - One quarter hour is equivalent to two-thirds of one semester hour.

4.39. Regionally Accredited Institution of Higher Education. - A college or university accredited by: 1) the official accrediting agency of the state in which the institution is located and 2) one of the six regional accrediting agencies recognized by the National Commission on Accrediting (Middle States, New England, Northwest, North Central, Southern and Western Associations) to award degrees at a stipulated level, i.e., bachelor's degree, master's degree and/or doctorate degree.

4.40. Renewal. - The extension of the license's validity period under conditions set forth in these rules.

4.41. Responding Party. - The licensing agency, a college or university, or other designated educational agency whose credential evaluation or interpretation of the licensure policy is contested by the appellant in an appeal pursuant to §126-136-26.10.

4.42. Review of the Record. - The process of adjudicating an appeal on the basis of the request for review, the response of the responding party, and any other documentation submitted by the parties, without resort to a hearing, and entry of a written decision based upon the law, regulations and record.

4.43. School Year. - July 1 through June 30.

4.44. Semester Hour of College Credit. - The unit of credit used for renewal of any license and/or advanced salary classifications.

4.45. Session. - A formal meeting of the Licensure Appeal Panel for the purpose of adjudicating one or more appeals by hearing or by review of the record, or for the purpose of conducting other business related to the functions of the Licensure Appeal Panel.

4.46. Short-Term Substitute. - A licensed educator who temporarily replaces, for 10 or fewer consecutive instructional days, the person assigned to that position.

4.47. Specialization. - The specific teaching, administrative or student support services assignment in which an individual may function legally within the public schools of West Virginia. Refer to Appendix A.

4.48. State Board . - West Virginia Board of Education.

4.49. Superintendent. - The chief administrative officer of a legally constituted entity including a county board of education, the West Virginia Schools for the Deaf and the Blind, West Virginia Department of Education, a regional education service agency or any non-public school or school system in West Virginia.

4.50. Teaching Experience. - Classroom teaching or student support services experience within the specialization(s) and grade levels reflected on the educator's license.

4.51. Validity Period. - The time period for which a license is valid as reflected by the effective and expiration dates.

4.52. Vocational B.A. Plus 15. - Completion of the course work for issuance of the Vocational Certificate plus 15 semester hours of approved undergraduate course work from a regionally accredited institution of higher education as defined in §126-136-4. 39.

4.53. Vocational M.A. - Completion of the course work for issuance of the Vocational Certificate plus 30 semester hours of approved undergraduate course work from a regionally accredited institution of higher education as defined in §126-136-4. 39.

4.54. Vocational M.A. Plus 15. - Completion of the course work for issuance of the Vocational Certificate plus 45 semester hours of approved undergraduate course work from a regionally accredited institution of higher education as defined in §126-136-4. 39.

4.55. Vocational M.A. Plus 30. - Completion of the course work for issuance of the Vocational Certificate plus 60 semester hours of approved undergraduate course work from a regionally accredited institution of higher education as defined in §126-136-4. 39. A vocational educator who holds a permanent Vocational Certificate and a bachelor's degree may qualify for the M.A. Plus 30 salary classification.

4.56. Vocational M.A. Plus 45. - Completion of the course work for issuance of the Vocational Certificate plus 75 semester hours of approved undergraduate course work from a regionally accredited institution of higher education as defined in §126-136-4. 39. A vocational educator who holds a permanent Vocational License and has completed a bachelor's degree plus 15 semester hours of graduate credit may qualify for the M.A. Plus 45 salary classification.

4.57. Warranty Retraining. - Additional schooling for a high school graduate who received a warranty but does not perform at the stated level of proficiency.

4.58. West Virginia Commission for Professional Teaching Standards. - The official body representative of the educational community that is responsible for 1) reviewing and recommending to the State Board standards for the licensure of educational personnel; 2) hearing appeals related to licensure; and 3) any other duties related to licensure as assigned by the State Board.

§126-136-5. Legal Bases for Licensure.

5.1. West Virginia Board of Education.

5.1.1. The education of professional educators in the state shall be under the general direction and control of the State Board (W.V. Code §18A-3-1).

5.1.2. The State Board, after consultation with the West Virginia Commission for Professional Teaching Standards, shall adopt standards for the education of professional educators in the state and for the awarding of licenses valid in the public schools of this state.

5.2. State Superintendent of Schools.

5.2.1. Issuance of Licenses. - In accordance with State Board rules for the education of professional educators, the state superintendent of schools may issue licenses valid in this state (W.V. Code §18A-3-2a).

5.2.2. Revocation and Suspension of Licenses. - The state superintendent of schools may, after ten (10) days' notice and upon proper evidence, revoke the license(s) of any educator or paraprofessional for drunkenness, untruthfulness, immorality, or for any physical, mental or moral defect which would render her/him unfit for the proper performance of her/his duties as an educator. The state superintendent of schools may revoke the license(s) of any professional educator who knowingly provides fraudulent information relative to another individual's teaching credentials (W. V. Code §18A-3-6).

5.2.3. Recall of Licenses. - If a license has been issued through an error, oversight or misinformation, the state superintendent of schools shall have the authority to recall the license and make such corrections as will conform to the requirements of law and State Board rules (W. V. Code §18A-3-6).

§126-136-6. Responsibilities in the Licensure Process.

6.1. There are certain underlying principles applicable to all individuals involved in the licensure process.

6.1.1. Educator. - The educator shall:

a. Familiarize Her/Himself with Licensure Requirements. - Every educator is responsible for familiarizing her/himself with the West Virginia licensure and salary classification requirements and for making application for any licensure/salary classification to which he/she is entitled. Failure to apply for a certificate or additional endorsement within three months from the date of eligibility may result in additional requirements before the educator can be licensed. It is the educator's responsibility to ensure that he/she holds a license valid for her/his assignment.

b. Consult with County Superintendent or Professional Designee. - Each employed educator shall select, in consultation with the county superintendent or professional

designee, the college/university course work most appropriate to her/his current or anticipated assignment and long-range professional development plan. An educator who is not employed in West Virginia but who taught or resides in this state and wishes to renew her/his West Virginia Professional Certificate(s) must consult with the county superintendent in the county in which he/she last taught or resides (W.V. Code §18A-3-3). The county superintendent or professional designee shall approve the college/university course work to be used for renewal. Failure to secure prior approval from the county superintendent or professional designee may result in the denial of the use of certain course work for the purposes of renewal.

c. Consult with Licensing Agency. - An educator who is not employed as an educator in West Virginia and has never taught or resided in West Virginia but desires to renew a license shall select, in consultation with the licensing agency staff, the college/university course work most appropriate to her/his anticipated assignment and long-range professional development plan. Failure to secure prior approval from the licensing agency may result in the denial of the use of certain college/university course work for the purposes of renewal. The state superintendent shall recommend the applicant for renewal of her/his Professional Certificate.

d. Completion of Renewal Credit. - The educator is encouraged to complete the college/university course work for the renewal of the Professional Certificate one year prior to the expiration date of the certificate being renewed.

e. Failure to Fulfill Renewal Requirements. - An educator who fails to complete the requirements for renewal of her/his Professional Certificate shall not be granted a lower level license for full-time employment in any specialization that appears on the Professional or Temporary Certificate.

6.1.2. County Superintendent. - The county superintendent shall:

a. Counsel Employees. - The county superintendent or professional designee is encouraged to advise employed educators regarding licensure requirements and to inform each educator concerning her/his professional responsibility for maintenance of her/his license, additional endorsements and/or advanced salary classifications, including the procedures by which these processes are completed. County superintendents are encouraged to notify employees at least one year in advance of the date the employees' license(s) must be renewed.

b. Approve Renewal Credit. - The county superintendent or professional designee shall approve appropriate college/university course work for renewal purposes.

c. Recommend for Licensure. - The county superintendent shall recommend the issuance and renewal of all licenses, as noted, for educators employed by the board of education.

d. Report Immorality and Neglect of Duty. - Any county superintendent who knows of any immorality or neglect of duty on the part of a licensed educator or paraprofessional shall report the same, together with all the facts and evidence, to the licensing agency for appropriate action (W.V. Code §18A-3-6).

e. **Employ and Assign Personnel.** - The county superintendent shall recommend to the board of education the most qualified applicant for each instructional, student support services and administrative position (W.V. Code §18A-4-7a). In addition, the county superintendent shall ensure that each educator and paraprofessional holds appropriate licensure for her/his assignment within the first three months of such employment. If an educator or paraprofessional is employed in good faith on the anticipation that he/she is eligible for a license and it is later determined that the educator or paraprofessional was not eligible, the county superintendent shall be authorized to pay the educator or paraprofessional for a time not exceeding three school months or the date of notification of the ineligibility, whichever shall occur first (W.V. Code §18A-3-2).

6.1.3. **Licensing Agency.** - The licensing agency shall:

a. **Notify Applicant of Approval or Denial of Application for Licensure.** - The licensing agency shall notify, in writing, each applicant regarding the approval or denial of her/his application for licensure or salary classification.

b. **Provide Technical Assistance.** - The licensing agency shall provide technical assistance to individuals, boards of education and other agencies in understanding and implementing the licensure process.

c. **Maintain Records.** - The licensing agency serves as the repository for all licensure records, documents, and related materials. Applications, transcripts, fees, and other documents submitted for the issuance or maintenance of a license become the property of the licensing agency.

d. **Waive Requirements.** - The state superintendent of schools shall have the authority to waive licensure requirements in a situation where he/she judges, after thorough investigation, that the applicant's knowledge, preparation and/or experience are adequate to justify such waiver. Upon receipt of notification that a license has been denied by the licensing agency, the applicant may request a waiver from the state superintendent within 30 days of the licensing agency's notification that the license has been denied. If the applicant chooses to request a waiver from the state superintendent, the applicant's written request for the waiver must justify why the waiver should be granted. If the waiver request could result in the extension of a license or the issuance of a new license, the request must be accompanied by the appropriate application and the processing fee. The state superintendent of schools must state, in writing, the reason(s) for granting or denying such waiver with a copy to be maintained in the applicant's records and a summary to be forwarded to the West Virginia Commission for Professional Teaching Standards at its next regularly scheduled meeting.

6.1.4. **Licensure Appeal Panel.** - The Licensure Appeal Panel is established to allow an objective review of issues and decisions on interpretation of regulations related to an individual's application for licensure if the state superintendent denies the applicant's request for a waiver. An appeal shall be filed pursuant to the procedures outlined in §126-136-26.

§126-136-7. Authorized Licenses, Specializations, and Programmatic Levels.

7.1. Categories of Licenses.

7.1.1. West Virginia issues seven categories of licenses to professional personnel: a) Professional Certificate; b) Temporary Certificate; c) Vocational Certificate; d) Temporary Vocational Certificate, e) Permit; f) Adult License; g) Authorization; One category of license, the Paraprofessional Certificate, is granted to service personnel.

7.2. Licenses for Professional Educators.

7.2.1. Professional Certificate. - The Professional Certificate may be issued to an individual who meets prescribed experience and/or academic and professional standards and who has been assessed as competent to assume a role in public education in keeping with the specialization(s) and grade levels designated on this license. A Professional Certificate may be issued in teaching, student support services, or administrative specializations.

7.2.2. Temporary Certificate. - The Temporary Certificate may be issued to an individual who meets prescribed experience and/or academic and professional standards for the Professional Certificate but has not met the citizenship and/or testing requirements prescribed for issuance of the Professional Certificate. A Temporary Certificate may be issued in teaching, student support services or administrative specializations.

7.2.3. Vocational Certificate. - The Vocational Certificate may be issued to an individual who has acquired prescribed vocational and/or technical skills through specific wage-earning experience and/or training and who has been assessed as competent to assume a role in public education in keeping with the specialization(s) and grade levels designated on this license. The Vocational Certificate is equivalent to the Professional Certificate for salary purposes.

7.2.4. Temporary Vocational Certificate. - The Temporary Vocational Certificate may be issued to an individual who meets prescribed experience but has not met the citizenship and/or testing requirements prescribed for issuance of the Vocational Certificate.

7.2.5. Permit. - The Permit may be issued to an individual who does not meet the requirements for the Professional or Vocational Certificate but who has been determined by the county superintendent to be the most qualified applicant for the position.

7.2.6. Adult License. - The Adult License may be issued to an individual who meets prescribed experience and/or academic standards for teaching adults in the specialization(s) designated on the license.

7.2.7. Authorization. - The Authorization may be issued under criteria established by the State Board to an individual who does not meet criteria for any of the above licenses or who is assigned to a position for which a specialization on the Professional or Vocational Certificate does not exist. A Temporary or Permanent Authorization which requires a Professional Certificate as a prerequisite shall be valid provided the Professional Certificate remains valid.

7.3. Licenses for Service Personnel.

7.3.1. Paraprofessional Certificate. - The Paraprofessional Certificate may be issued to an individual who meets prescribed academic or equivalent standards and/or experience to work in a support capacity to assist in the facilitation of instruction and supervision of pupils while under the direction of a professional educator. An educator who holds a valid Professional Certificate who is employed as a paraprofessional does not need to hold a Paraprofessional Certificate.

7.4. Specializations.

7.4.1. Approved specializations offered at West Virginia institutions of higher education are found in Appendix A.

7.4.2. In addition to approved specializations offered at West Virginia institutions of higher education, the following specializations recognized on an out-of-state certificate or for which the candidate completed a state approved program through an out-of state accredited institution of higher education shall be recognized on the West Virginia certificate provided the candidate meets the requirements for issuance of the Professional or Temporary Certificate: earth/space science, economics, general physical science, geography, history, and political science.

7.5. Approved Grade Levels.

7.5.1. Grade levels on a license shall relate to approved public school programs and shall be issued at the Preschool (Birth-PreK), Early Education (PreK), Early Childhood (K-4), Middle Childhood (5-9), Adolescent (9-12), and Adult levels and combinations thereof. Elementary education may be issued at the K-6 level.

7.5.2. Grade levels reflected on licenses previously issued by the licensing agency shall remain valid.

7.6. Salary Classifications.

7.6.1. The holder of a Professional Certificate, Temporary Certificate, Vocational Certificate, Temporary Vocational Certificate, Temporary Authorization or Permanent Authorization may receive a salary classification at the bachelor's, bachelor's plus 15, master's, master's plus 15, master's plus 30, master's plus 45, or doctorate level provided the college/university course work used for the salary classification is in accordance with school law and the regulations of the State Board.

§126-136-8. Dating of Licenses, Additional Endorsements, Advanced Degrees and Advanced Salary Classifications.

8.1. Dating of Licenses, Additional Endorsements, Advanced Degrees and Advanced Salary Classifications.- The effective date of the license, additional endorsement, advanced degree or

advanced salary classification shall be the date of the applicant's eligibility provided the application is received by the licensing agency within three months after the date of eligibility. When the application is received by the licensing agency more than three months after the date of the applicant's eligibility, the effective date shall be three months prior to the date the application is received by the licensing agency. Failure to apply for a certificate or additional endorsement within three months from the date of eligibility may result in additional requirements before the educator can be licensed.

8.2. Expiration Date. - All licenses which reflect an expiration date shall expire June 30 of the last year of their validity irrespective of the date of issuance (W.V. Code §18A-3-2).

126-136-9. Assignment of Professional Personnel.

9.1. Educator. - An educator who is employed within the public school system of the state shall hold a valid license for the specializations and grade levels to which he/she is assigned (W.V. Code §18A-3-2).

9.2. Assignment One Grade Above or Below. - Effective July 1, 1998, professional personnel newly assigned to a position will not be allowed to teach one grade level above or below the grade levels reflected on their license unless he/she was granted an Authorization under previous policy. The Authorization is valid only within the county from which the recommendation was issued.

9.3. Adult Programs. - An educator working in a program for adults who are seeking a high school diploma or warranty retraining must hold a valid license for a like assignment in a public school adolescent education program.

9.4. Home/Hospital Instruction. - An educator providing temporary home teaching or visiting teacher services, whether regular and/or special education, must hold a teaching license with an endorsement appropriate to the grade level of instruction.

9.5. Special Education Program: Out-of-School Environment.- An educator providing home teaching or visiting teacher services to eligible special education students in an Out-of-School Environment placement alternative as identified in the student's Individualized Education Program must hold a valid license with an endorsement appropriate for the exceptionality of the student(s) being served.

9.6. Special Education. - Effective July 1, 1999, personnel newly assigned as special education teachers may assume the following roles:

9.6.1. An educator assigned to the regular education classroom who also holds an appropriate special education specialization may deliver the instructional goals and objectives in the regular education program and provide instruction to those special education students who have been included in the classroom provided the placement is consistent with the student's individualized education program (IEP). The educator shall modify the curriculum, methods, and materials as specified in the student's IEP. The educator must hold the appropriate content specialization for

teaching in the regular education program and a special education specialization consistent with the student's primary disability; **OR**

9.6.2. A special education teacher assigned to provide support services may collaborate with the regular education classroom teacher to deliver support services to a student(s) or to the regular classroom teacher when the special education student's individualized education program stipulates the appropriate placement for the special education student is in the regular education program. The special education teacher's primary assignment is to assist in the modification of the curriculum, materials, and methods to accommodate the special education student as specified in his or her IEP. The educator must hold a special education specialization consistent with the student's primary disability; **OR**

9.6.3. A special education teacher assigned to deliver content in the self-contained classroom shall collaborate with the regular content teacher(s) to deliver the general or vocational program to the special education student whose individualized education program (IEP) indicates he/she will benefit by a placement in a separate class or a combination center-based/family consultation program that provides one-on-one or small group instruction and modification in the curriculum, methods, materials and techniques. The special education teacher must ensure that the special education student receives the instructional goals and objectives in the regular education program by collaborating with appropriate general education teacher(s) or delivering a special program of study appropriate to the student's IEP. The teacher must hold a special education specialization consistent with the student's primary disability.

9.7. Curriculum Enrichment. - An individual may provide, by reason of educational or practical background and employment records, curriculum enrichment on a part-time or temporary basis in highly specialized areas. These program areas include the performing arts, professions, and vocational specializations. The board of education may utilize such personnel in accordance with a locally adopted policy provided such personnel do not replace a licensed educator.

9.8. Assignment of Elementary or Multisubjects Teachers. -Effective July 1, 1998, personnel licensed for elementary education or multi-subjects may not be newly assigned to teach specific content specializations (e.g., mathematics, English language arts, music) in a departmentalized seventh and/or eighth grade unless the educator holds appropriate licensure to teach the content specialization or exhibits subject matter competence to deliver the instructional goals and objectives approved by the State Board. The educator who exhibits subject matter competence shall be issued, upon recommendation from the county superintendent, an Authorization to continue to teach this specialization. An educator who was assigned to teach a single subject within the elementary curriculum in a departmentalized seventh and/or eighth grade prior to July 1, 1998 or who exhibits competence to deliver the instructional goals and objectives shall be issued, upon recommendation from the county superintendent, an Authorization to continue to teach this specialization. The Authorization is valid only within the county from which the recommendation was issued. An educator newly assigned to teach in a departmentalized seventh and/or eighth grade setting beginning with the 2000-2001 school year must hold the content specialization for her/his assignment.

An elementary education teacher may be assigned to a departmentalized setting below seventh grade without securing an Authorization.

9.9. Assignment of Long-Term Substitutes. - A person who holds a Long-Term Substitute Permit may serve as a short-term substitute in any teaching area or may serve in a position for more than 10 consecutive instructional days in the endorsement area reflected on the Long-Term Substitute Permit.

9.10. Assignment of Short-Term Substitutes. - A substitute who fills a position for 10 consecutive instructional days or fewer (short-term) may substitute in a specialization not reflected on the license.

9.11. Substitute Waivers.

9.11.1. Substitute Waivers.-A county superintendent who is unable to staff a long-term substitute position with an individual licensed in the area of assignment shall request a waiver from the state superintendent of schools. The written waiver request must indicate the efforts that were made to employ a fully qualified candidate. The state superintendent of schools may grant the waiver if the circumstances warrant such approval. However, the county superintendent must continue to seek the services of an educator with the appropriate endorsement(s) and place this individual in the position at a time determined to be in the best interest of the students.

9.11.2. Severe Substitute Shortage.- Under extenuating circumstances, a county superintendent may request a waiver to §126-136-16.1.3., §126-136.16.2.3, or §126-136.21.1.3. which specifies that eighteen clock hours of training must be completed prior to the issuance of a Substitute Permit. The waiver request must document the shortage and include verification of six clock hours of training. The initial six clock hours of training must include a classroom management component and an overview of school law to include reporting requirements for suspected child abuse and may not include classroom observation. The remaining twelve clock hours of training must be completed in accordance with §126-136-16.1.3. and within the first semester of employment.

9.12. Contracted or RESA Services. - An educator providing contracted services or services through a Regional Education Service Agency (RESA) must hold the same licensure required for an educator employed by a board of education.

9.13. Assignment of Speech/Language Pathologists, Speech and Hearing Therapists and Educational Audiologists. - An educator who holds licensure as a speech/language pathologist, grade K-12, speech and hearing therapy, grades 1-12, or educational audiologist, grades K-12, may be assigned to provide services to students, birth through adult, provided he/she secures an Authorization for grades Birth-Adult. The Authorization shall be valid in any county in West Virginia.

9.14. Assignment of English as a Second Language (ESL) Teachers.-An English as a Second Language (ESL) teacher may 1) Deliver the instructional support service to the student with limited

English proficiency (LEP) whose assessment indicates the instructional goals and objectives can be delivered in the regular education program with support services from the ESL **teacher** and/or 2) Provide support to the regular classroom teacher by assisting in the modification of the curriculum, methods, and materials to accommodate the LEP student who is included in the regular education program **OR** 3) Deliver the instructional goals and objectives in the regular education program or alternative language program to students with severely limited English proficiency when the student's assessment indicates he/she will benefit by a placement that provides one-on-one and/or small group instruction, and modification of the curriculum, methods, materials and techniques or concentrate on the development of the LEP student's reading, writing, listening, and speaking skills. When the ESL teacher delivers the instructional goals and objectives in the regular education program, he/she must collaborate with the regular or vocational teacher to ensure that the LEP student receives the instructional goals and objectives in the regular education program.

§126-136-10. Out-of-State Applicants.

10.1. Interstate Contract Concerning Qualifications of Educational Personnel. - West Virginia is a member of the Interstate Contract Administrators Association which promotes the mobility of educators across state and national lines. Although West Virginia has entered into contracts with selected states for teaching, student support services, administrative and vocational personnel, ancillary requirements established by the licensing agency must be met by any individual seeking licensure in West Virginia. Ancillary requirements are defined in §126-136-4. 4.

10.2. Recognition of Out-of-State Licenses. - West Virginia will issue a Professional or Vocational Certificate to an eligible applicant who holds an out-of-state license equivalent to the Professional or Vocational Certificate or to an eligible applicant who has completed an out-of-state approved program in any approved specialization offered at a West Virginia institution of higher education and the following specializations recognized in the other state providing all other requirements have been satisfied: earth/space science, economics, general physical science, geography, history, and political science. Until the current system of separate special education endorsements for behavior disorders, mentally impaired and specific learning disabilities endorsements is replaced by a multi-categorical endorsement, an individual who completed a state approved multi-categorical or non-categorical special education program at an accredited out-of-state institution of higher education as defined in 126-136-4.2 shall receive the categorical special education endorsement(s) in the exceptionalities covered by the multi-categorical or non-categorical specialization provided the applicant meets all other requirements and documents a performance assessment or one year of experience in each of the areas covered by the multi-categorical or non-categorical specialization. However, endorsements in mentally impaired mild/moderate, behavior disorders and specific learning disabilities may be granted on the West Virginia certificate provided all three areas are covered by the multi-categorical or non-categorical specialization and the applicant documents a performance assessment or one year of experience in any one of these areas. An endorsement for severely/profoundly handicapped or developmentally delayed requires documentation of a performance assessment or one year of experience in the specialization for which licensure is requested.

10.3. Testing for Applicants Who Completed an Out-of-State Approved Program or Who Are Seeking West Virginia Licensure Via the Experienced Educator Provisions. - See §126-136-14.1.3e. Required test scores are identified in Appendix B.

§126-136-11. Tuition Reimbursement for Educators.

11.1. General Criteria. - An educator may apply for tuition reimbursement provided he/she: 1) is employed on a continuing contract and in a public school in West Virginia; 2) has a license which needs to be renewed; 3) has completed appropriate college/university course work for the renewal of the license; and 4) applies for reimbursement no later than July 15 of the school year immediately following the school year in which the course work was completed. Educators are encouraged to apply upon the completion of the course work due to the limited funds available for tuition reimbursement.

11.2. Limitations. - Only the cost for tuition of college/university credit used for the renewal of a license may be reimbursed. Reimbursement for an educator who attends an out-of-state institution of higher education may not exceed the amount of the highest corresponding fee charged at a West Virginia state-supported college or university. Each educator is limited to reimbursement for a maximum of six semester hours of credit for the renewal of any one license and a total of fifteen semester hours for each educator. Funds for reimbursement are subject to an annual allocation by the West Virginia Department of Education. Individuals are reimbursed on a first come, first served basis.

§126-136-12. Recognition of Degrees and Course Work for Licensure, Renewal and Advanced Salary Classifications.

12.1. Bachelor's Degree. - Only a bachelor's degree earned from an accredited institution of higher education, as defined in §126-136-4.2, approved to offer a bachelor's degree may be recognized for licensure and salary purposes.

12.2. Master's Degree. - Only a master's degree earned in an accredited institution of higher education, as defined in §126-136-4.2, approved to offer a master's degree and in a curriculum related to the public school program may be recognized for licensure and salary purposes (W.V. Code §§18A-3-3 and 18A-4-1).

12.3. Doctorate. - Only a doctorate earned in an accredited institution of higher education, as defined in §126-136-4.2, approved to offer a doctorate and in a curriculum related to the public school program may be recognized for licensure and salary purposes (W.V. Code §18A-4-1).

12.4. Degrees and Course Work from Unaccredited Colleges. - Degrees and/or course work from unaccredited institutions of higher education are not recognized for licensure or salary purposes. An applicant who completed a state approved program through an unaccredited college must complete appropriate degree and approved program requirements from an accredited college before licensure may be granted.

12.5. Recognition of College Credit for Renewal and Salary Purposes. -Only unduplicated course work related to the public school program as defined in §126-136-12.6 completed through an accredited institution of higher education, as defined in §126-136-4.2, and subsequent to the issuance of the license being renewed and within the five year period immediately preceding the date of application may be used for renewal of a license. Only unduplicated course work from an accredited institution of higher education related to the public school program as defined in §126-136-12.6 may be used for an advanced salary classification.

12.6. Related to the Public School Program. - For purposes of renewal and advanced salary classifications, "related to the public school program" shall mean: 1) any course offering included in a degree program in the field of education; 2) content and/or professional education course work related to current licensure; 3) content and/or professional education course work required for an additional endorsement; 4) professional development/special topics course work approved by the licensing agency; 5) course work identified in the personnel evaluation process; 6) course work related to technology for education; and/or 7) course work related to the mission and goals of the State Board and/or the school organization.

§126-136-13. Common Licensure Requirements.

13.1. General Requirements. - A license to work in the public schools of West Virginia may be granted to an applicant who is: 1) a United States citizen, unless otherwise noted, 2) of good moral character, 3) physically, mentally and emotionally qualified to perform the duties to which he/she is assigned, and 4) has attained the age of eighteen years on or before the first day of October of the year in which the license is issued (W.V. Code §18A-3-2a).

13.2. Grade Point Average.

13.2.1. For Issuance of an Original License. - A minimum overall grade point average of 2.5 for all college/university course work attempted is required for issuance of any license. The scholastic requirements shall be computed using the 4.0 scale including the discretionary academic forgiveness provisions approved by the higher education governing boards. If the institution of higher education requires a grade point average that exceeds the state minimum of 2.5, the grade point average specified by the college or university shall supersede the state minimum.

13.2.2. For Issuance of Additional Endorsements. - For an individual who already holds a West Virginia Professional Certificate, the 2.5 grade point average will be required only in the area(s) for which additional licensure is being requested. All required and elective courses completed for the endorsement shall be used in computing the grade point average regardless of the date of completion. If the institution of higher education's approved program requires a grade point average that exceeds the state minimum of 2.5 for the new endorsement, the grade point average specified by the college or university shall supersede the state minimum.

13.2.3. For Extension of Grade Levels on an Existing Endorsement. - The applicant shall include only those courses taken after July 1, 1994 to satisfy the 2.5 grade point average.

13.2.4. For Renewal of a License. - College/university credit completed for the renewal of a license must reflect a 3.0 grade point average.

13.3. Beginning Educator Internship. - An educator who receives her/his Professional Teaching Certificate after January 1, 1992 must successfully complete the Beginning Educator Internship. An educator who has successfully completed five years of out-of-state teaching experience is exempt from completing the Beginning Educator Internship.

13.4. Licensure and Related Fees. - A non-refundable processing fee, established by the State Board, shall be charged for all applications and requests for copies of records. Effective March 1, 2000, the processing fee for each application received by the licensing agency shall be \$15.00.

§126-136-14. Professional Teaching Certificate or Professional Service Certificate.

14.1. Provisional Professional Teaching Certificate or Provisional Professional Service Certificate.

14.1.1. General Criteria. - A Provisional Professional Teaching Certificate or Service Certificate may be issued to a person who has completed: 1) the minimum of a bachelor's degree or a master's degree if specified in Appendix A through an accredited institution of higher education as defined in §126-136-4.2; 2) the general requirements specified in §12-136-13.1; 3) the minimum grade point average specified in §126-136-13.2; 4) the tests specified in §126-136-14.1.3e; and 5) the conditions for issuance identified in §126-136-14.1.3. A Provisional Professional Certificate may be issued in the teaching or student support services specializations identified in Appendix A. The Provisional Professional Teaching or Service Certificate shall be endorsed to indicate the specialization(s) and grade levels in which the holder can be legally assigned within the public schools.

14.1.2. Validity Period. - The Provisional Professional Teaching or Service Certificate shall be valid for three school years and shall expire on June 30 of the last year of its validity. An educator who graduates in December or whose Professional Certificate is effective on or after January 1 may be issued a Provisional Professional Certificate valid for a maximum of 3 ½ years.

14.1.3. Conditions for Issuance. - The applicant for a Provisional Professional Teaching or Service Certificate must submit evidence of satisfying the following:

a. Completion of an Institution of Higher Education's State Approved Program.- Successful completion of an accredited institution of higher education's state-approved program and the recommendation of the designated official at the college or university through which the program was completed. An applicant who completed the approved program through an accredited college or university outside of West Virginia may present a photocopy of the valid out-of-state Professional Certificate or a letter of eligibility from the other state's licensing agency in lieu of the college or university recommendation; **OR**

b. Successful Educational Experience. - Three years of successful out-of-state experience as an educator within the seven years immediately preceding the date of application and

a valid out-of-state Professional Certificate. The experience for each specialization requested must have been on at least a one-half time basis. Both the out-of-state Professional Certificate and the experience must be in the specialization(s) for which West Virginia licensure is requested; **OR**

c. Alternative Program for the Education of Teachers (APET). - Successful completion of a state approved APET program as specified in WV 126CSR161, Policy 5901, and the recommendation of the designated official (W. V. Code §18A-3-1a); **OR**

d. Alternative Delivery Program by an Institution(s) of Higher Education. - Holds a minimum of a bachelor's degree in a content area related to the K-12, 5-12, or 9-12 specialization for which licensure is requested and successfully completes a state approved alternative delivery program that incorporates the pre-professional skills, content and professional education standards approved by the State Board (See WV 126CSR114 Policy 5100). The program may be developed and/or delivered by an institution of higher education or a consortium of institutions; **AND**

e. State Board Adopted Tests. - Unless identified as an exemption in §126-136-14.1.3.e.D, an educator must satisfy the minimum proficiency levels identified in Appendix B, as adopted by the State Board , in:

A. Pre-professional Skills. - Praxis I-Pre-Professional Skills Tests in reading, writing and mathematics; **AND**

B. Content Specialization(s). - Praxis II-Content Specialization Test(s) for each specialization for which licensure is requested, if a test is required; **AND**

C. Professional Education. - Principles of Learning and Teaching Praxis Test that includes at least a portion of the grade levels indicated on the anticipated license.

D. Exemptions. - The following exemptions have been established for each of the tests as indicated:

(a) Preprofessional Skills Tests. - An individual who: 1) holds certification through the National Board for Professional Teaching Standards; 2) holds or has held a West Virginia Professional Certificate; 3) holds a doctorate degree from an accredited institution of higher education; 4) attained, from a single administration, a composite score of 25 on the American College Test (ACT), 26 on the ACT enhanced (effective November 1989), 1035 on the Scholastic Achievement Test (SAT) or 1125 on the recentered SAT (effective April 1995); 5) satisfied a passing score in basic skills reading, writing and mathematics in another state; or 6) successfully completed three years of experience within the last seven years in a specialization recognized on a valid out-of-state Professional Certificate is exempt from the Pre-Professional Skills Tests.

(b) Content Specialization. - An individual who: 1) holds certification through the National Board for Professional Teaching Standards; 2) satisfied a passing score on the appropriate content test in another state; or 3) successfully completed three years of experience

within the last seven years in the specialization(s) recognized on a valid out-of-state Professional Certificate and for which West Virginia licensure is requested is exempt from the content test(s). The experience used in lieu of the content test must have been for a minimum of 50% of the day for each specialization for each of the three years.

(c) Professional Education. - An individual who: 1) holds certification through the National Board for Professional Teaching Standards; 2) satisfied a passing score on the appropriate professional education test in another state; or 3) successfully completed three years of experience within the last seven years in a specialization recognized on a valid out-of-state Professional Certificate is exempt from the professional education tests. The Professional Education Test is not required for an educator seeking West Virginia licensure in a student support services or administrative specialization.

E. Validity of Test Scores . - The validity period for in-state and out-of-state tests and passing scores is ten years from the date on which the candidate passed the examination. In those circumstances where the West Virginia Board of Education has not altered either the required test or the passing score, the test and score shall remain valid beyond the ten-year period. A candidate whose test scores exceed the ten-year validity period at the time of application for licensure is required to satisfy current tests and passing scores.

F. Failure to Apply for Licensure. - A candidate who fails to apply for licensure within three months from the date of eligibility for licensure is required to satisfy any additional test and program components in effect at the time of application and to comply with conditions outlined for the validity period.

G. Tests Required for New Specializations on a Professional Certificate.- A candidate who wishes to add a new specialization to her/his Professional Teaching Certificate is required to satisfy, in addition to the approved program content requirements, the content test requirement, if a test is required. It is assumed that a candidate who holds a Professional Teaching Certificate has previously satisfied requirements in the preprofessional skills and professional education components and that a candidate who holds either the Professional Service or Professional Administrative Certificate has satisfied the preprofessional skills component.

H. Substitution of National Evaluation Systems (NES) Content Test in Special Education for Praxis II Special Education: Knowledge-Based Core Principles Test. - A candidate who successfully completed the NES test in behavior disorders, mentally impaired or specific learning disabilities is not required to satisfy the Praxis II Special Education: Knowledge-Based Core Principles Test since it is assumed this content was included in the NES special education content tests.

I. Modification of Programmatic Levels for a Content Specialization on a Professional Certificate. - A candidate who seeks a different programmatic level configuration for an existing specialization on her/his Professional Certificate is exempt from the required content test provided he/she has completed three years of experience in an assignment of at least one-half day within the last seven years in the specialization for which the modification is requested. However, he/she is required to satisfy all other approved program requirements. An educator who

does not meet the experience requirement and who wishes to extend the programmatic level for a specialization on her/his Professional Certificate must satisfy the approved program requirements and the required content test unless he/she is excused on the basis of criteria outlined in §126-136-14.1.3H.

14.2. Renewal of the Provisional Professional Teaching Certificate or Provisional Professional Service Certificate. - The applicant for licensure must submit evidence of satisfying the following:

14.2.1. College/University Course Work. - Six semester hours of appropriate college/university course work related to the public school program as defined in §126-136-12.6. The course work must reflect a 3.0 grade point average and must have been completed subsequent to the issuance of the certificate being renewed and within the five-year period immediately preceding the date of application; **OR**

14.2.2. MA + 30 Salary Classification. - Hold a minimum of a master's plus 30 salary classification based on the awarding of a master's degree; **OR**

14.2.3. Age Sixty. - Has reached 60 years of age and presents a photocopy of the birth certificate; **AND**

14.2.4. Recommendation of Superintendent. - Receive the recommendation of the West Virginia county superintendent in the county in which the educator teaches, last taught or resides. An educator who has never taught in West Virginia and who does not reside in this state must receive the recommendation of the state superintendent of schools.

14.3. Conversion of the Provisional Professional Teaching Certificate or Provisional Professional Service Certificate to the Professional Teaching Certificate or Professional Service Certificate Valid for Five Years. - The applicant for licensure must submit evidence of satisfying the following:

14.3.1. Beginning Educator Internship. - Successful completion of the Beginning Educator Internship for classroom teachers, as specified in §126-136-13.3, if applicable; **AND**

14.3.2. College/University Course Work. - Six semester hours of appropriate college/university course work reflecting a 3.0 grade point average and related to the public school program as defined in §126-136-12.6 unless the applicant holds a minimum of a MA + 30 salary classification based on the awarding of a master's degree. The course work for conversion must have been completed subsequent to the issuance of the certificate being converted and within the five year period immediately preceding the date of application; **AND**

14.3.3. Experience. - Two years of experience, one of which must be completed in West Virginia, within one or a combination of the endorsements on the Provisional Professional Certificate; **AND**

14.3.4. Recommendation of Superintendent. - Receive the recommendation of the county superintendent in the county in which the educator teaches or last taught.

14.3.5. **Validity Period.** - The Professional Teaching or Professional Service Certificate valid for five years shall expire on June 30 of the last year of its validity. No Professional Teaching or Service Certificate shall be valid for more than five years.

14.4. **Permanent Professional Teaching Certificate or Professional Service Certificate.** - The applicant for licensure must submit evidence of satisfying the following:

14.4.1. **Five Year Certificate.** - Hold or be eligible for the Professional Teaching or Service Certificate valid for five years; **AND**

14.4.2. **Master's Degree.** - Hold a master's degree related to the public school program as defined in §126-136-12.6; **AND**

14.4.3. **Experience.** - Complete five years of educational experience including two within the specialization(s) for which the permanent certificate is requested; **OR**

14.4.4. **Five Year Certificate.** - Hold a Professional Teaching or Service Certificate valid for five years; **AND**

14.4.5. **Two Renewals.** - Renew the Professional Teaching or Service Certificate valid for five years two times based on: 1) six semester hours of appropriate renewal credit reflecting a 3.0 grade point average; or 2) a minimum of a MA + 30 salary classification based on the awarding of a master's degree; or 3) age sixty; **AND**

14.4.6. **Recommendation of Superintendent.** - Receive the recommendation of the county superintendent in the county in which the educator teaches or last taught.

14.4.7. **Validity Period.** - The Permanent Professional Teaching or Service Certificate shall remain valid unless revoked for just cause.

14.5. **Temporary Teaching or Service Certificate.**

14.5.1. **General Criteria.** - A Temporary Teaching or Service Certificate may be issued to a person who has completed: 1) the minimum of a bachelor's degree or master's degree if specified in Appendix A through an accredited college or university as defined in §126-136-4.2 or an equivalent degree through a college or university in a foreign country; 2) the general requirements, with the exception of citizenship, specified in §126.136-13.1; 3) the minimum grade point average specified in §126-136-13.2; and 4) the conditions for issuance identified in §126-136-14.5.3. A Temporary Certificate may be issued in the teaching or student support services specializations identified in Appendix A. The Temporary Certificate shall be endorsed to indicate the specialization(s) and grade levels in which the holder can be legally assigned within the public schools. Experience gained on the Temporary Certificate may be used for conversion purposes.

14.5.2. **Validity Period.** - The Temporary Teaching or Service Certificate shall be valid for one school year and shall expire on June 30. An educator who graduates in December or whose Temporary Certificate is effective on or after January 1 may be issued a Temporary Certificate valid until June 30 of the following school year.

14.5.3. Conditions for Issuance.- The applicant for the Temporary Certificate must submit evidence of satisfying the following:

a. Out-of-State Approved Program. - Successful completion of an out-of-state accredited institution of higher education's state approved program with the exception of the required tests in Pre-professional Skills, Content and/or Professional Education; **OR**

b. Out-of-State Experience. -Three years of successful out-of-state experience as an educator within the seven years immediately preceding the date of application and a valid out-of-state Professional Certificate in the area for which West Virginia licensure is requested, with the exception of the required tests in Pre-professional Skills, Content and/or Professional Education; **OR**

c. Foreign Credentials. - Verification by a recognized foreign credential evaluating agency that the applicant has completed the equivalent of an approved educational preparation program in the United States and in a specialization offered in West Virginia, with or without the required tests in Pre-professional Skills, Content and/or Professional Education.

14.5.4. Renewal of the Temporary Certificate.

a. For the Applicant Lacking Only Tests in Pre-professional Skills, Content and/or Professional Education. - The Temporary Certificate granted to an individual who is lacking only the required test(s) in Pre-professional Skills, Content and/or Professional Education may not be renewed. The applicant must pass all required tests and upgrade the Temporary Certificate to the Provisional Professional Certificate. The required test scores are identified in Appendix B.

b. For the Non-Citizen. - An applicant who is lacking only United States citizenship may renew the Temporary Certificate two times without completing additional requirements. Every third renewal shall require six semester hours of appropriate college/university course work related to the public school program completed subsequent to the issuance of the Temporary Certificate being renewed and within the five year period immediately preceding the date of application for the renewal of such certificate unless the applicant holds a minimum of a MA+30 salary classification based on the awarding of a master's degree or has reached 60 years of age and presents a copy of the birth certificate. Upon acquisition of U.S. citizenship, the applicant may apply for the Provisional Professional Certificate.

c. For the Non-Citizen Lacking Tests. - The first renewal of the Temporary Certificate for the applicant who is lacking United States citizenship and the required tests in Pre-professional Skills, Content and/or Professional Education shall require passage of all required tests. The required scores are identified in Appendix B. The applicant shall then follow the renewal provisions stipulated in §126-136-14.5.4.b.

§126-136-15. Full-Time Permits for Teaching and Student Support Services.

15.1. Issuance of the Initial Full-Time Permit.

15.1.1. General Criteria. - The initial Full-Time Permit endorsed for any specialization recognized on the Professional Teaching or Service Certificate may be granted to an individual

employed for a specific assignment who has completed: 1) a minimum of a bachelor's degree through an accredited institution of higher education as defined in §126-136-4.2; 2) the general requirements specified in §126-136-13.1; 3) the minimum grade point average specified in §126-136-13.2; and 4) the conditions for issuance specified in §126-136-15.1.3.

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

15.1.3. Conditions for Issuance. - The applicant for the Full-Time Permit must submit evidence of satisfying the following:

a. College/University Course Work. - Verification by the designated official at the institution of higher education through which the program is being completed that the applicant has completed 25% or six semester hours, whichever is greater, of the state approved program in the specialization(s) for which the permit is requested; **AND**

b. Professional Commitment. - Submission of the Professional Commitment verifying the applicant's enrollment in the state approved program; **AND**

c. Beginning Educator Internship. - Verification by the county superintendent that the educator is enrolled in the Beginning Educator Internship for classroom teachers, if applicable; **AND**

d. Recommendation of Superintendent. - Receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position.

e. Five Year Limit. - All requirements for the Professional Teaching or Service Certificate must be completed within five years of the original issuance of the Full-Time Permit. The position held by an educator issued a Full-Time Permit is not subject to posting provided the educator meets the annual renewal requirements specified in §126-136-15.2 and completes the state approved program within five years. The state superintendent of schools may extend the five-year limit if extenuating circumstances, as identified in §126-136-15.3.2, warrant the extension.

15.1.4. Exception for a School Nurse. - A school nurse who is employed on a Full-Time Permit is not required to have a minimum of a bachelor's degree for issuance of the original permit. Evidence of a valid registered nurse license issued by the West Virginia Board of Examiners is required.

15.2. Renewal of the Full-Time Permit.

15.2.1. Conditions for Issuance. - The holder of a Full-Time Permit who continues to be employed in the specialization(s) reflected on the permit must submit evidence of satisfying the following:

a. Pre-Professional Skills Tests. - The first renewal of the Permit requires passage of the Pre-Professional Skills Tests in reading, writing and mathematics as identified in

Appendix B, unless the applicant meets one of the exemptions identified in §126-136-14.1.3. e.D; **AND**

b. College/University Course Work. - Completion of six semester hours of college/university credit reflecting a 3.0 grade point average within the institution of higher education's state approved program in any or a combination of the specializations for which the permit is issued; **AND**

c. Beginning Educator Internship Program. - Verification by the county superintendent that the educator has successfully completed the Beginning Educator Internship for classroom teachers, if applicable; **AND**

d. Recommendation of Institution of Higher Education. - Verification by the designated official at the college or university through which the program is being completed that the course work completed is part of the state approved program; **AND**

e. Recommendation of Superintendent. - Receive the recommendation of the county superintendent in the county in which the applicant is employed.

15.3. Extension of the Full-Time Permit for Extenuating Circumstances.

15.3.1. A county superintendent may request, in writing to the state superintendent of schools, an extension of the Full-Time Permit for an employee who meets one of the three circumstances identified below. The state superintendent of schools shall render a decision; however, the permit may not be extended beyond one school year or more than once.

15.3.2. Extenuating Circumstances for Which the Full-Time Permit Can Be Extended.

a. Unavailability of Course Work. - The county superintendent shall submit verification from the designated official at the college or university through which the applicant is completing the state approved program that no required course work was available during the school year; **OR**

b. Illness/Death. - The county superintendent shall submit the applicant's description of how a major illness of the applicant or illness/death of an immediate family member prevented the educator from completing the required course work; **OR**

c. Hardship. - The county superintendent shall submit the applicant's description of how a major hardship other than illness prevented the applicant from completing the required course work.

§126-136-16. Substitute Permits for Teaching and Student Support Services.

16.1. Short-Term Substitute Permit.

16.1.1. General Criteria. - The initial Short-Term Substitute Permit endorsed for general substitute may be granted to an individual who is temporarily replacing the educator assigned to a specific position and who has completed: 1) a minimum of a bachelor's degree through an accredited institution of higher education as defined in §126-136-4.2; 2) the general requirements specified in §126-136-13.1; 3) the minimum grade point average specified in §126-136-13.2; and 4) the conditions for issuance specified in §126-136-16.1.3. A short-term substitute is one who fills a position for 10 days or fewer.

16.1.2. Validity Period. - The Short-Term Substitute Permit shall be valid for no more than three school years and shall expire on June 30 of the last year of its validity.

16.1.3. Conditions for Issuance. - The applicant for the Short-Term Substitute Permit must submit evidence of satisfying the following:

a. Verification of successful completion of eighteen clock hours of training provided or authorized by the employing county to include but not be limited to classroom management, state and local policies, instructional goals and objectives, and an overview of school law to include reporting requirements for suspected child abuse. The eighteen clock hours of training may include no more than six clock hours of classroom observation; **AND**

b. Recommendation of Superintendent. - Recommendation of the county superintendent in the county in which the applicant is employed.

16.1.4. Renewal of the Short-Term Substitute Permit

a. Verification of Training.-Verification of successful completion of twelve clock hours of in-service training provided or authorized by the employing county to include but not be limited to classroom management and teaching strategies. The twelve clock hours of renewal training may include no more than three clock hours of classroom observation; **AND**

b. Recommendation of Superintendent–Recommendation of the county superintendent in the county in which the applicant is employed.

16.2. Long-Term Substitute Permit.

16.2.1. General Criteria. - The initial Long-Term Substitute Permit endorsed for any specialization recognized on the Professional Teaching or Service Certificate may be granted to an individual who is temporarily replacing the educator assigned to a specific position and who has completed: 1) a minimum of a bachelor's degree through an accredited institution of higher education as defined in §126-136-4.2; 2) the general requirements specified in §126-136-13.1; 3) the

minimum grade point average specified in §126-136-13.2; and 4) the conditions for issuance specified in §126-136-16.2.3. A long-term substitute is one who fills a position for more than ten days.

16.2.2. **Validity Period.** - The Long-Term Substitute Permit shall be valid for no more than three school years and shall expire on June 30 of the last year of its validity.

16.2.3. **Conditions for Issuance.** - The applicant for the Long-Term Substitute Permit must submit evidence of satisfying the following:

a. **Verification of Training.**-Verification of successful completion of eighteen clock hours of training provided or authorized by the employing county to include but not be limited to classroom management, state and local policies, instructional goals and objectives, and an overview of school law to include reporting requirements for suspected child abuse. The eighteen clock hours of training may include no more than six clock hours of classroom observation; **AND**

b. **College/University Course Work.**-Twelve semester hours of content course work in any specialization recognized on the Professional Teaching or Service Certificate; **AND**

c. **Recommendation of Superintendent.**-Recommendation of the county superintendent in the county in which the applicant is employed.

16.2.4. **Renewal of the Long-Term Substitute Permit.**

a. **Verification of Training.**-Verification of successful completion of twelve clock hours of in-service training provided or authorized by the employing county to include but not be limited to classroom management and teaching strategies. The twelve clock hours of renewal training may include no more than three clock hours of classroom observation and must have been completed subsequent to the issuance of the permit being renewed and within the five-year-period immediately preceding the date of application; **AND**

b. **Recommendation of Superintendent.**-Recommendation of the county superintendent in the county in which the applicant is employed.

16.3. **Existing Substitute Permits.**

16.3.1. **Existing Substitute Permits.** - Any Substitute Permit issued under previous regulations shall be converted to a Long-Term Substitute Permit provided the educator completes the renewal requirements identified in § 126-136-16.2.4 or meets the previous renewal requirements of earning six semester hours reflecting a 3.0 grade point average within a college's approved program. An applicant may use the course credit renewal option only once to convert to a Long-Term Substitute Permit. The credit must have been earned subsequent to the effective date of the Substitute Permit issued under previous guidelines and within the five-year period immediately preceding the date of application for the Long Term Substitute Permit.

16.4. Substitute Permit Applicants with Valid West Virginia Professional Teaching Certificates.

16.4.1. Substitute Permit Applicants with Valid West Virginia Professional Teaching Certificates.- Any applicant with a valid West Virginia Professional Teaching Certificate may apply for a Long-Term Substitute Permit for any specialization area(s) for which he/she qualifies in accordance with §126-136-16.2. without completing the initial 18 clock hours of training. If the applicant keeps the West Virginia Professional Teaching Certificate valid, he or she is not required to complete the 12 clock hours of renewal training when renewing the Long-Term Substitute Permit provided all other requirements are met.

126-136-17. Professional Administrative Certificate.

17.1. Provisional Professional Administrative Certificate.

17.1.1. General Criteria. - A Provisional Professional Administrative Certificate may be issued to a person who has completed: 1) the minimum degree specified in Appendix A through an accredited institution of higher education as defined in §126-136-4.2; 2) the general requirements specified in §126-136-13.1; 3) the minimum grade point average specified in §126-136-13.2; 4) three years of management experience; 5) education and training in evaluation skills offered through the Center for Professional Development or equivalent training approved by the State Board; and 6) the conditions for issuance identified in §126-136-17.1.3. The Provisional Professional Administrative Certificate shall be endorsed for Superintendent, Principal, Supervisor of Instruction or Vocational Administrator and shall indicate the specialization(s) and grade levels in which the holder can be legally assigned within the public schools.

17.1.2. Validity Period. - The Provisional Professional Administrative Certificate shall be valid for five school years and shall expire on June 30 of the last year of its validity. An educator who graduates in December or whose Professional Administrative Certificate is effective on or after January 1 may be issued a Provisional Professional Administrative Certificate valid for a maximum of 5 ½ years.

17.1.3. Conditions for Issuance. - The applicant for licensure must submit evidence of satisfying the following:

a. State Approved Program. - Successful completion of an institution of higher education's state approved program and the recommendation of the designated official at the college or university through which the program was completed. An applicant who completed the approved program through a college or university outside of West Virginia may present a photocopy of the valid out-of-state Professional Administrative Certificate or a letter of eligibility from the other state's licensing agency in lieu of the college or university recommendation; **OR**

b. Out-of-State Experience. - Three years of successful out-of-state experience as an educational leader within the seven years immediately preceding the date of application and a valid out-of-state Professional Administrative Certificate. The experience must have been on at least a one-half time basis. Both the out-of-state Professional Administrative

Certificate and the experience must be in the specialization for which West Virginia licensure is requested; **AND**

c. Pre-professional Skills and Content Test. - The educator must satisfy the minimum proficiency level, as adopted by the State Board, on the Pre-Professional Skills Tests in reading, writing and mathematics, unless the applicant meets one of the exemptions specified in §126-136-14.1.3. e.D.(a), and the content specialization test in educational leadership unless the applicant meets one of the exemptions specified in §126-136-14.1.3.e.D.(b). Required scores are identified in Appendix B.

17.2. Renewal of the Provisional Professional Administrative Certificate.-The applicant for licensure must submit evidence of satisfying the following:

17.2.1. College/University Course Work. - Six semester hours of appropriate college/university course work related to the public school program as defined in §126-136-12.6; **OR**

17.2.2. MA + 30 Salary Classification. - Hold a minimum of a MA + 30 salary classification based on the awarding of master's degree; **OR**

17.2.3. Age Sixty. - Has reached 60 years of age and presents a photocopy of the birth certificate; **AND**

17.2.4. Recommendation of Superintendent. - Receive the recommendation of the county superintendent in the county in which the applicant teaches, last taught or resides. An applicant who is not employed as an educator in West Virginia and has never taught or resided in West Virginia shall consult with the licensing agency on procedures for renewal of the certificate.

17.3. Conversion of the Provisional Professional Administrative Certificate to the Permanent Professional Administrative Certificate. - The applicant for licensure must submit evidence of satisfying the following:

17.3.1 College/University Course Work. - Six semester hours of appropriate renewal credit related to the public school program as defined in §126-136-12.6; **OR**

17.3.2. MA + 30 Salary Classification. - Holds a minimum of a MA + 30 salary classification based on the awarding of a master's degree; **AND**

17.3.3. Experience. - Five years of educational experience, two years of which must be in any or a combination of the specializations reflected on the Professional Administrative Certificate, and one year of which must be completed in West Virginia; **AND**

17.3.4. Recommendation of Superintendent. - Receive the recommendation of the county superintendent in the county in which the applicant teaches or last taught.

17.3.5. **Validity Period.** - The Permanent Professional Administrative Certificate shall continue to be valid unless revoked for just cause.

17.4. **Temporary Administrative Certificate.**

17.4.1. **General Criteria.** - A Temporary Administrative Certificate may be issued to a person who has completed: 1) the minimum degree specified in Appendix A through an accredited institution of higher education as defined in §126-136-4.2 or an equivalent degree through a college or university in a foreign country; 2) the general requirements, with the exception of citizenship, specified in §126-136-13.1; 3) the minimum grade point average specified in §126-136-13.2; 4) three years of management level experience and 5) the conditions for issuance identified in §126-136-17.4.3. The Temporary Administrative Certificate shall be endorsed for Superintendent, Principal, Supervisor of Instruction or Vocational Administrator and shall indicate the specialization(s) and grade levels in which the holder may be assigned within the public schools. Experience gained on the Temporary Administrative Certificate may be used for conversion purposes.

17.4.2. **Validity Period.** - The Temporary Administrative Certificate shall be valid for one school year and shall expire on June 30. An educator who graduates in December or whose Temporary Administrative Certificate is effective on or after January 1 may be issued a Temporary Administrative Certificate valid until June 30 of the following school year.

17.4.3. **Conditions for Issuance.** - The applicant for licensure must submit evidence of satisfying the following:

a. **Out-of-State Approved Program.** - Successful completion of an out-of-state accredited institution of higher education's state approved program with the exception of completion of: 1) the required tests in Pre-professional Skills and/or Content and/or 2) the education and training in evaluation skills through the Center for Professional Development or equivalent training approved by the State Board; **OR**

b. **Out-of-State Experience.** - Three years of successful out-of-state experience as an educator within the seven years immediately preceding the date of application and a valid out-of-state Professional Administrative Certificate in the area for which West Virginia licensure is requested with or without completion of: 1) the required tests in pre-professional skills and/or content and/or 2) the education and training in evaluation skills completed through the West Virginia Center for Professional Development or equivalent training approved by the State Board; **OR**

c. **Foreign Credentials.** - Verification by a recognized foreign credential evaluating agency that the applicant has completed the equivalent of an approved educational preparation program in the United States and in educational leadership, with or without completion of: 1) the required tests in pre-professional skills and/or content and/or 2) the education and training in evaluation skills through the West Virginia Center for Professional Development or equivalent training approved by the State Board.

17.4.4. **Renewal of the Temporary Administrative Certificate.**

a. For the Applicant Lacking Only Tests in pre-professional skills and/or content and/or Training in Evaluation Skills. - The Temporary Administrative Certificate granted to an individual who is lacking only the required tests in pre-professional skills and/or content and/or training in evaluation skills may not be renewed. The applicant must pass all required tests and complete education and training in evaluation skills and upgrade the Temporary Administrative Certificate to the Provisional Professional Administrative Certificate or Permanent Professional Administrative Certificate, whichever is applicable. The required test scores are identified in Appendix B.

b. For the Non-Citizen. - An applicant who is lacking only United States citizenship may renew the Temporary Professional License four times without completing additional requirements. Every fifth renewal shall require six semester hours of appropriate college/university course work related to the public school program as defined as §126-136-12.6 and completed subsequent to the issuance of the Temporary Administrative Certificate being renewed and within the five-year period immediately preceding the date of application for renewal of such certificate unless the applicant holds a minimum of a MA + 30 salary classification based on the awarding of a master's degree. Upon acquisition of U.S. citizenship, the applicant may apply for the Provisional Professional Administrative Certificate or the Permanent Professional Administrative Certificate, whichever is applicable.

c. For the Non-Citizen Lacking Tests and/or Training in Evaluation Skills.- The first renewal of the Temporary Administrative Certificate for the applicant who is lacking United States citizenship and 1) the required tests in Pre-Professional Skills and/or Content and/or 2) education and training in evaluation skills shall require passage of all required tests and the education and training in evaluation skills. The applicant shall then follow the renewal provisions stipulated in §126-136-17.4.4.b.

126-136-18. Full-Time Permit for Educational Leadership Endorsement.

18.1. Issuance of the Initial Permit.

18.1.1. General Criteria. - The initial Full-Time Permit endorsed for Principal, Supervisor of Instruction or Vocational Administrator may be granted to an individual employed for an administrative assignment who has completed: 1) a minimum of a master's degree through an accredited institution of higher education as defined in §126-136-4.2; 2) the general requirements specified in §126-136-13.1; 3) the minimum grade point average specified in §126-136-13.2; 4) three years of management level experience; 5) education and training in evaluation skills through the Center for Professional Development or equivalent training approved by the State Board and 6) the conditions for issuance specified in §126-136-18.1.3.

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

18.1.3. Conditions for Issuance. - The applicant for the Full-Time Permit must submit evidence of satisfying the following:

a. College/University Course Work. - Verification by the designated official at the college or university through which the program is being completed that the applicant has completed 25% of the approved program in the specialization(s) for which the permit is requested; **AND**

b. Professional Commitment. - Submission of the Professional Commitment verifying the applicant's enrollment in the state approved program; **AND**

c. Recommendation of Superintendent. - Receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position.

d. Five Year Limit. - All requirements for the Professional Administrative Certificate must be completed within five years of the original issuance of the Full-Time Permit. The position held by an educator issued a Full-Time Permit is not subject to posting provided the educator meets the annual renewal requirements specified in §126-136-18.2 and completes the state approved program within five years.

18.2. Renewal of the Full-Time Permit for an Educational Leadership Endorsement.

18.2.1. Conditions for Issuance. - The holder of a Full-Time Permit who continues to be employed in the specialization(s) reflected on the permit must submit evidence of satisfying the following:

a. College/University Course Work. - Verification by the designated official at the college or university through which the program is being completed that the applicant has completed six semester hour of college/university credit reflecting a 3.0 grade point average within the institution of higher education's state approved program in the specialization for which the permit is requested; **AND**

b. Recommendation of Superintendent. - Receive the recommendation of the county superintendent in the county in which the applicant is employed.

18.3. Extension of the Full-Time Permit for Extenuating Circumstances. - The Full-Time Permit endorsed for an educational leadership specialization may be extended as indicated in §126-136-15.3.

§126-136-19. Vocational Permit.

19.1. Issuance of the Initial Full-Time Vocational Permit.

19.1.1. General Criteria. - A Full-Time Vocational Permit for teaching in a vocational secondary, post-secondary or adult program may be issued to a person who holds a high school diploma, GED or a degree, if applicable, through an accredited college or university as defined in §126-136-4.2; and has completed: 1) the general requirements specified in §126-136-13.1; 2) the minimum grade point average specified in §126-136-13.2, if applicable; and 3) the conditions for issuance identified in §126-136-19.3 and §126-136-19.4.

19.1.2. Validity Period. - The Full-Time Vocational Permit shall be valid for one school year and shall expire on June 30. An educator employed on or after January 1 may be issued a Vocational Permit valid until June 30 of the following school year.

19.1.3. Common Conditions for Issuance. - The applicant for the Full-Time Vocational Permit must submit evidence of satisfying the following common conditions for issuance **AND** the appropriate content specific conditions for issuance identified in §126-136-19.1.4:

a.. Basic Skills. - Minimum proficiency levels on the California Achievement Tests in reading, writing and mathematics or meets the minimum scores on the Pre-Professional Skills Tests as identified in Appendix B or one of the exemptions identified in §126-136-14.1.3.e.D.(a); **AND**

b. Wage-Earning Experience. - Verification of the required years of work experience by the former employer(s) and notarized by a notary public; **AND**

c. Professional Commitment. - Submission of the Professional Commitment verifying the applicant's enrollment in the state approved program; **AND**

d. Recommendation of the Superintendent. - Receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate.

19.1.4. Content Specific Conditions for Issuance. - The applicant for the Full-Time Vocational Permit must submit evidence of satisfying the common conditions for issuance specified in §126-136-19.1.3 and the following criteria for the specialization for which licensure is requested:

a. For Industrial and Technical Specializations.

A. Wage-Earning Experience. - Complete four years (8,000 clock hours) of satisfactory and reasonably continuous work experience in the occupation for which licensure is requested; **OR**

B. Bachelor's Degree. - Hold a bachelor's degree in an area related to the specialization for which licensure is requested and complete three years (6,000 clock hours) of satisfactory and reasonably continuous work experience in the area for which licensure is requested; **OR**

C. Vocational Industrial Education Program. - Enroll in an approved vocational industrial education program in the specialization for which licensure is requested. Each full year of training may count for one-half year toward the four years of required work experience; **OR**

D. Technical School. - Complete credit in an approved two or four year technical school. Each ten semester hours of approved course work may count for one year toward

the four years of required work experience. However, maximum allowance for credit in lieu of experience is two years toward the four years of required work experience.

b. For Health Occupations Specializations.

A. Practical Nursing.

(a) License. - Hold a valid license as a registered nurse in West Virginia; **AND**

(b) Wage-Earning Experience. - Complete three years (6,000 clock hours) of professional wage earning experience. A minimum of one year must involve "patient-side" nursing care in a long term, intermediate or acute care clinical facility such as a nursing home or hospital. A maximum of two years of teaching, supervisory or administrative experience in nursing may count toward the three years. The most recent experience must have been within the past three years and beyond the training period as a nurse.

B. Nursing Assistant.

(a) License. - Hold a valid license as a registered nurse in West Virginia; **AND**

(b) Wage-Earning Experience. - Complete two years (4,000 clock hours) of wage earning experience involving "patient-side" nursing care in a long term, intermediate or acute care clinical facility such as a nursing home or hospital. The most recent experience must have been within the past three years and beyond the training period. One year (2000 clock hours) of experience in long term care (e.g. nursing home) is required to teach a program that will result in Certified Nursing Assistant licensure for students. This requirement is base upon the Office of Health Facility Licensure and Certification (OHFLAC) regulations which lead to certification.

C. Medical Assistant.

(a) Certification. - Hold a valid American Association of Medical Assistants (AAMA) Certificate or the American Medical Technologists Association (AMT) Certificate; **AND**

(b) Wage-Earning Experience. - Complete two years (4,000 clock hours) of wage earning experience 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. The most recent experience must have been within the past three years and beyond the training period.

D. Medical Lab Technician.

(a) Certification. - Hold a valid American Society of Clinical Pathology, (ASCP) or American Medical Technologists Association (AMT) or International Society for Clinical Lab Technology (ISCLT) Certificate; **AND**

(b) Wage-Earning Experience. - Complete two years (4,000 clock hours) of wage earning experience 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. The most recent experience must have been within the past three years and beyond the training period.

E. Dental Assistant.

(a) Certification. - Hold a valid Dental Assistant National Board (DANB) Certificate; **AND**

(b) Wage-Earning Experience. - Complete two years (4,000 clock hours) of wage earning experience in a dental office with practice, i.e., scheduling, billing and chair side assisting. The most recent experience must have been within the past three years and beyond the training period.

F. Dental Lab Technician.

(a) Certification. - Hold a valid National Board for Certification (NBC) Certificate; **AND**

(b) Wage-Earning Experience. - Complete two years (4,000 clock hours) of wage earning experience in a dental laboratory, dental office or dental clinic in the fabrication of dental restorations. The most recent experience must have been within the past three years and beyond the training period.

G. Other Health Occupations.

(a) Certification. - Hold a valid certificate or license from the appropriate state and/or national organization or agency, when applicable; **AND**

(b) Wage-Earning Experience. - Complete two years (4,000 clock hours) of recent wage earning experience above and beyond the training period in the occupation to be taught.

c. For Coordinator of Cooperative Education.

A. License. - Hold a Vocational Certificate or a Professional Teaching Certificate endorsed for a vocational-technical specialization; consumer/homemaking, agriculture, marketing, technology education or business education; **AND**

B. Wage-Earning Experience. - Complete a minimum of one year (2,000 clock hours) of related wage earning experience in a non-teaching position; **AND**

C. Course Work. - Complete nine semester hours of course work in marketing education and/or coordination of cooperative programs in vocational education as specified by the West Virginia Department of Education.

d. For Occupational Home Economics.

A. Wage-Earning Experience. - Complete four years (8,000 clock hours) of satisfactory and reasonably continuous wage earning experience in the specialization for which licensure is requested; **OR**

B. Degree. - Hold a bachelor's degree in an area related to the specialization for which licensure is requested; **AND**

C. Wage-Earning Experience. - Complete three years (6,000 clock hours) of satisfactory and reasonably continuous wage-earning experience in the specialization for which licensure is requested.

e. For Criminal Justice/Corrections Services

A. Wage-Earning Experience. - Complete three years (6,000 clock hours) of satisfactory and reasonable continuous wage-earning experience in a criminal justice field, preferably in corrections; **AND**

B. Degree. - Hold a master's degree in criminal justice or a master's degree in combination with a bachelor's degree in criminal justice, sociology or social studies.

19.2. Renewal of the Vocational Permit.

19.2.1. Conditions for Issuance. - The holder of a Full-Time Vocational Permit who continues to be employed in the specialization(s) reflected on the permit must submit evidence of satisfying the following:

a. Content Written and Performance Tests. - The first renewal of the Vocational Permit requires passage of the written and performance sections of the content specialization test identified in Appendix B, if applicable; **AND**

b. College/University Course Work. - Verification by the designated official at the college or university through which the program is being completed that the applicant has completed six semester hours of college/university credit reflecting a 3.0 grade point average within the institution of higher education's state approved program; **AND**

c. Recommendation of Superintendent. - Receive the recommendation of the county superintendent in the county in which the applicant is employed.

§126-136-20. Vocational Certificate.

20.1. Initial Vocational Certificate.

20.1.1. General Criteria. - A Vocational Certificate for teaching in a vocational secondary, post-secondary or adult program may be issued to a person who holds a high school diploma, GED, or a degree, if applicable, through an accredited institution of higher education as defined in §126-136-4.2; and has completed: 1) the general requirements specified in §126-136-13.1; 2) the minimum grade point average specified in §126-136-13.2, if applicable; 3) the work and training experience required for issuance of the Vocational Permit; 4) the tests specified in §126-136-19.1.3a and §126-136-19.2.1a; and 5) the appropriate conditions for issuance identified in §126-136-20.1.3. A Vocational Certificate may be issued in the vocational specializations identified in Appendix A. The Vocational Certificate shall be endorsed to indicate the specialization(s) and grade levels in which the holder can be legally assigned within the public schools.

20.1.2. Validity Period. - The Vocational Certificate shall be valid for no more than five years and shall expire on June 30 of the last year of its validity.

20.1.3. Conditions for Issuance. - The applicant for licensure must submit evidence of satisfying the following:

a. State Approved Program. - Successful completion of an institution of higher education's state approved program and the recommendation of the designated official at the college/university through which the program was completed; **AND**

b. Experience. - Two years of experience within one or a combination of the endorsements on the Vocational Permit; **AND**

c. Performance Assessment. - Successful completion of the performance assessment required under WV126CSR114 Policy 5100 as verified by a representative of the institution of higher education and a public school; **AND**

d. Recommendation of Superintendent. - Receive the recommendation of the county superintendent in the county in which the applicant teaches or last taught; **OR**

e. Successful Educational Experience. - Three years of successful out-of-state experience as an educator within the seven years immediately preceding the date of application, the required tests in Basic Skills and Content, if applicable, and a valid out-of-state Vocational Certificate. Both the out-of-state certificate and the experience must be in the specialization(s) for which West Virginia licensure is requested.

20.2. Renewal of the Vocational Certificate. - The applicant for licensure must submit evidence of satisfying the following:

20.2.1. College/University Course Work. - Six semester hours of appropriate college/university course work related to the public school program, as defined in §126-136-12.6, reflecting a 3.0 grade point average. The course work must have been completed subsequent to the issuance of the certificate being renewed and within the five year period immediately preceding the date of application; **OR**

20.2.2. MA + 30 Salary Classification. - Hold a minimum of a MA + 30 salary classification based on the awarding of a master's degree; **OR**

20.2.3. Age Sixty. - Has reached 60 years of age and presents a photocopy of the birth certificate;**AND**

20.2.4. Recommendation of Superintendent. - Receive the recommendation of the county superintendent in the county in which the applicant teaches, last taught or resides. An educator who is not employed as an educator in West Virginia and has never taught or resided in West Virginia shall consult with the licensing agency on procedures required for renewal of the certificate.

20.3. Permanent Vocational Certificate. - The applicant for licensure must submit evidence of satisfying the following:

20.3.1. Five Year Certificate. - Hold or be eligible for the Vocational Certificate valid for five years; **AND**

20.3.2. Master's Degree. - Hold a master's degree related to the public school program as defined in §126-136-12.6; **AND**

20.3.3. Experience. - Complete five years of educational experience including two within the specialization(s) for which the permanent certificate is requested; **OR**

20.3.4. Five Year Certificate. - Hold a Vocational Certificate valid for five years; **AND**

20.3.5. Two Renewals. - Renew the Vocational Certificate valid for five years two times based on: 1) six semester hours of appropriate renewal credit reflecting a 3.0 grade point average; or 2) a minimum of a MA+ 30 salary classification based on the awarding of a master's degree; or 3) age sixty; **AND**

20.3.6. Recommendation of Superintendent. - Receive the recommendation of the county superintendent in the county in which the educator teaches or last taught.

20.3.7. Validity Period. - The Permanent Vocational Certificate shall remain valid unless revoked for just cause.

20.4. Temporary Vocational Certificate.

20.4.1. General Criteria. - A non-renewable Temporary Vocational Certificate may be issued to an educator who is seeking West Virginia licensure via the experienced educator provisions specified in §126-136-20.1.3.b and who has not passed the required tests in Basic Skills and/or Content. To upgrade this license to the Vocational Certificate, the educator must pass all required tests.

§126-136-21. Substitute Vocational Permit.

21.1. Initial Substitute Vocational Permit.

21.1.1. General Criteria. - A Substitute Vocational Permit for teaching in a vocational secondary, post-secondary or adult program may be issued to a person who holds a high school diploma, GED, or a degree, if applicable, through an accredited college or university as defined in §126-136-4.2; and has completed: 1) the general requirements specified in §126-136-13.1; 2) the minimum grade point average specified in §126-136-13.2, if applicable; 3) the common conditions for issuance identified in §126-136-21.1.3; and 4) the appropriate content conditions for issuance identified in §126-136-21.1.4.

21.1.2. Validity Period. - The Substitute Vocational Permit shall be valid for no more than three school years and shall expire on June 30 of the last year of its validity.

21.1.3. Common Conditions for Issuance. - The applicant for the Substitute Vocational Permit must submit evidence of satisfying one of the following common conditions for issuance **AND** the appropriate content specific conditions for issuance identified in §126-136-21.1.4:

a. Wage-Earning Experience. - Verification of the required years of work experience by the former employer(s) and notarized by a notary public; **AND**

b. Verification of successful completion of eighteen clock hours of training provided or authorized by the employing county to include but not be limited to classroom management, state and local policies, instructional goals and objectives, and an overview of school law to include reporting requirements for suspected child abuse. The eighteen clock hours of training may include no more than six clock hours of classroom observation; **AND**

c. Recommendation of Superintendent. - Receive the recommendation of the county superintendent in the county in which the applicant is employed.

21.1.4. Content Specific Conditions for Issuance. - The applicant for the Substitute Vocational Permit must submit evidence of satisfying the common conditions for issuance and the following criteria for the specialization for which licensure is requested:

a. For Industrial and Technical or Occupational Home Economics Specializations.

A. Wage-Earning Experience. - Complete six years (12,000 clock hours) of satisfactory and reasonably continuous work experience in the occupation for which licensure is requested; **OR**

B. Bachelor's Degree. - Hold a bachelor's degree in an area related to the specialization for which licensure is requested and complete three years (6,000 clock hours) of satisfactory and reasonably continuous work experience in the area for which licensure is requested; **OR**

C. Enrollment in Approved Program. - Enroll in an approved vocational industrial education program in the specialization for which licensure is requested. Each full year of training may count for one-half year toward the four years of required work experience; **OR**

D. Technical School. - Complete credit in an approved two or four year technical school. Each ten semester hours of approved course work may count for one year of wage earning experience. However, maximum allowance for credit in lieu of experience is two years toward the four years of required work experience.

b. For Health Occupations Specializations. - An applicant requesting a Substitute Vocational Permit shall meet the requirements for issuance of the Full-Time Vocational Permit as stipulated in §126-136-19.1.4.b.

21.2. Renewal of the Substitute Vocational Permit.

21.2.1. Conditions for Issuance. - The holder of a Substitute Vocational Permit must submit evidence of satisfying the following:

a. Verification of Training. - Verification of successful completion of twelve clock hours of in-service training provided or authorized by the employing county to include but not be limited to classroom management and teaching strategies. The twelve clock hours of renewal training may include no more than three clock hours of classroom observation and must have been completed subsequent to the issuance of the permit being renewed and within the five-year period immediately preceding the date of application; **AND**

b. Recommendation of Superintendent. - Receive the recommendation of the county superintendent in the county in which the applicant teaches or last taught.

21.2.2. Existing Substitute Vocational Permits.- Substitute Vocational Permits issued under previous regulations shall be renewed provided the educator completes the renewal requirements identified in 126-136-21.2.1 or meets the previous renewal requirements of earning six semester hours reflecting a 3.0 grade point average within a college's approved program. An applicant may use the course credit renewal option only once to renew a previously issued Vocational Substitute Permit. The credit must have been earned subsequent to the effective date of the Vocational Substitute Permit issued under previous guidelines and within the five-year period immediately preceding the date of application.

§126-136-22. Adult Licenses

22.1. Initial Adult Licenses and Renewal.

22.1.1. General Criteria. - An Adult License for teaching in an adult program may be issued to a person who holds a high school diploma, GED, or a degree, if applicable, through an accredited college or university as defined in §126-136-4.2; and has completed: 1) the general requirements specified in §126-136-13.1; 2) the minimum grade point average specified in §126-136-13.2, if applicable; and 3) the conditions for issuance identified for the specialization requested.

22.1.2. Validity Period. - The Adult License endorsed for Adult Basic Education or Emergency Medical Technician shall be valid for five years and shall expire on June 30 of the last year of its validity. These licenses shall not be valid for more than five years. The Adult License endorsed for Vocational Industrial, Technical, Health Occupations, Occupational Home Economics, Business, Marketing and the special interest specializations shall be issued permanently.

22.1.3. Adult Basic Education.

a. Initial Adult License Endorsed for Adult Basic Education.

A. The applicant for the Adult License must submit evidence of satisfying the following:

(a) Degree. - A bachelor's degree from an accredited institution of higher education as defined in §126-136-4.2.

b. Renewal of the Adult License Endorsed for Adult Basic Education.

A. The applicant for renewal of the Adult License must submit evidence of satisfying the following:

(a) College/University Course Work. - Six semester hours of college/university course work reflecting a 3.0 grade point average and prescribed for issuance of a Professional Teaching Certificate or in a program of adult education; **AND**

(b) Professional Development Activities. - Thirty clock hours of adult basic education professional development activities approved by the licensing agency; **AND**

(c) Recommendation of Superintendent. - Receive the recommendation of the county superintendent in the county in which the applicant teaches or last taught.

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

a. Permanent Adult License Endorsed for Vocational Industrial, Technical, Health Occupations or Occupational Home Economics.

A. The applicant for the Adult License must submit evidence of satisfying the following: 1) general criteria specified in §126-136-21.1.1; 2) common conditions for issuance specified in §126-136-21.1.3 and 3) content specific conditions for issuance of a Substitute Vocational Permit as stipulated in §126-136-21.1.4.

22.1.5. Emergency Medical Technician.

a. Initial Adult License.

A. License. - Hold a current West Virginia EMT or Paramedic license;

AND

B. Wage-Earning Experience. - Complete four years (8,000 clock hours) of recent work experience, which may include emergency room or emergency medical care, beyond the training period in the occupation to be taught; **AND**

C. Test. - Scores reflecting a minimum of 85% on the National Registry or West Virginia EMT certification or recertification examination; **AND**

D. Certification. - Hold current CPR instructor certification; **AND**

E. Professional Development Activities. - Complete an approved instructor course; **AND**

F. Field-Based Experience. - Successfully complete the field-based experience in EMT instructor training; **AND**

G. Recommendation of Superintendent. - Receive the recommendation of the county superintendent in the county in which the applicant is employed.

b. Renewal of the Adult License Endorsed for Emergency Medical Technician.- The applicant for licensure must submit evidence of satisfying the following:

A. License. -Hold current EMT or paramedic license; **AND**

B. Certification. - Hold current CPR instructor certification; **AND**

C. Teaching Experience. - Complete 27 hours of teaching activity in an approved EMT basic or refresher course subsequent to the issuance of the license being renewed; **AND**

D. Evaluation. - Serve as an evaluator for at least one practical examination subsequent to the issuance of the license being renewed; **AND**

E. Professional Development Activities. - Attend at least three approved instructor seminars subsequent to the issuance of the license being renewed; **AND**

F. Recommendation of Superintendent. - Receive the recommendation of the county superintendent in the county in which the applicant teaches or last taught.

22.1.6. Business or Marketing.

a. Permanent Adult License Endorsed for Business or Marketing.

A. Wage-Earning Experience. - Complete three years (6,000 clock hours) of successful wage earning experience in the occupation for which licensure is requested; **AND**

B. Recommendation of Superintendent. - Receive the recommendation of the county superintendent in the county in which the applicant teaches.

22.1.7. Adult Special Interest.

a. Permanent Adult License.

A. Education Record. -Submit official copy of education record; **AND**

B. Competence. - Submit evidence of competence to teach in the specialization for which licensure is requested; **AND**

C. Recommendation of Employer/Knowledgeable Person. - Recommendation from an employer in the skill related to the employment or a recommendation from a person knowledgeable of her/his competence; **AND**

D. Recommendation of Superintendent. - Receive the recommendation of the county superintendent in the county in which the applicant teaches.

E. Approved Special Interest Specialization. - Specializations 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.

§126-136-23. Authorizations.

23.1. Initial Authorizations and Renewal.

23.1.1. General Criteria. - An Authorization may be issued to a person who has completed: 1) the minimum of a bachelor's degree or a master's degree if specified in Appendix A through an accredited institution of higher education as defined in §126-136-4.2, if applicable; 2) the general requirements specified in §126-136-13.1, with the exception of citizenship as noted for coaches; 3) the minimum grade point average specified in §126-136-13.2, if applicable; and the conditions for issuance specified for the specialization for which licensure is requested. The Authorization shall be endorsed to indicate the specialization(s) and grade levels in which the holder can be legally assigned within the public schools.

23.1.2. Validity Period. - An Authorization shall be valid for one school year and shall expire on June 30. An applicant employed in a specialization other than coaching on or after January 1 may be issued an Authorization valid until June 30 of the following school year. The Authorization endorsed for coaching shall expire June 30 of the current school year. Permanent Authorizations issued previously shall remain in effect unless revoked for just cause.

23.1.3. Conditions for Issuance. - The applicant for an Authorization must submit evidence of satisfying the specific conditions for issuance for the specialization for which licensure is requested:

a. Alternative Education Programs.

A. Initial Authorization. - The applicant for licensure must provide evidence of satisfying the following:

(a) West Virginia Professional Teaching Certificate. - Hold a valid West Virginia Professional Teaching Certificate; **AND**

(b) Demonstrated Competence. - Meet the selection criteria for being able to work with troubled and disruptive youth as established in WV126CSR20 "Regulations for Alternative Education Programs for Disruptive Students" (Policy 2418); **AND**

(c) Recommendation of Superintendent. - Receive the recommendation from the county superintendent verifying that the applicant is the most qualified candidate for the position.

B. Renewal of the Authorization for Alternative Education Programs - The applicant for licensure must provide evidence of satisfying the following:

(a) Valid Certificate. - Hold a valid West Virginia Professional Teaching Certificate; **AND**

(b) Recommendation of Superintendent. - Receive the recommendation from the county superintendent verifying that the applicant is the most qualified candidate for the position.

b. Athletic Trainer

A. Initial Authorization.- The applicant for licensure must provide evidence of satisfying the following:

(a) High School Diploma or GED. - Hold a minimum of a high school diploma or GED; **AND**

(b) License.-Hold a valid license issued by the National Athletic Trainers Association (NATA) Board of Certification; **AND**

(c) Recommendation of Superintendent. -Receive the recommendation of the county superintendent in the county in which the applicant is employed.

B. Renewal of the Authorization for Athletic Trainer. - The applicant for licensure must submit evidence of satisfying the following:

(a) License.-Hold a valid license issued by the National Athletic Trainers Association (NATA) Board of Certification; **AND**

(b) Recommendation of Superintendent. -Receive the recommendation of the county superintendent in the county in which the applicant is employed.

c. Audiologist For Hearing Screenings and Audiological Evaluations.

A. Initial Authorization. - The applicant for licensure must provide evidence of satisfying the following:

(a) Degree. - Hold a master's degree from an accredited institution of higher education as defined in §126-136-4.2; **AND**

(b) License. - Hold a valid license issued by the West Virginia Board of Examiners for Speech/Language Pathology and Audiology; **AND**

(c) Recommendation of Superintendent. -Receive the recommendation of the county superintendent in the county in which the applicant is employed.

(d) Limitations. - An audiologist providing services on an Authorization may conduct only hearing screenings and audiological evaluations.

B. Renewal of the Authorization for Audiologist. - The applicant for licensure must submit evidence of satisfying the following:

(a) License. - Hold a valid West Virginia license issued by the West Virginia Board of Examiners for Speech/Language Pathology and Audiology; **AND**

(b) Recommendation of Superintendent. - Receive the recommendation of the county superintendent in the county in which the applicant is or was employed.

d. Coaching.

A. Initial Authorization.- The applicant for licensure must provide evidence of satisfying the following:

(a) High School Diploma or GED. - Hold a minimum of a high school diploma or GED; **AND**

(b) Contract. - Be employed under a contract with a board of education to serve as a coach; **AND**

(c) Professional Development Activities. - Complete approved training if the sport falls within the jurisdiction of the West Virginia Secondary School Activities Commission (WVSSAC) or approved local board of education training if the sport is not within the jurisdiction of the WVSSAC; **AND**

(d) Recommendation of Superintendent. - Receive the recommendation of the county superintendent verifying that no currently employed, professionally licensed educator applied for the position and the applicant is the most qualified candidate for the position.

(e) Continued Employment. - A coach who previously received an Authorization based on less than a high school diploma or GED and has had no break in service may continue to receive an Authorization.

(f) Exemption. - A coach is exempt from meeting the citizenship requirement.

B. Renewal of the Authorization for Coaching. - The applicant for licensure must provide evidence of satisfying the following:

(a) Contract. - Be employed under a contract with a board of education to serve as a coach; **AND**

(b) Recommendation of Superintendent. - Receive the recommendation of the county superintendent verifying that no currently employed, certified professional educator applied for the position and the applicant is the most qualified candidate for the position.

e. Junior ROTC.

A. Initial Authorization and Renewal. - The applicant for licensure must provide evidence of satisfying the following:

(a) Letter of Certification. - Provide a photocopy of a valid certificate or letter of certification verifying that the applicant has been approved by the appropriate branch of the armed services to provide Junior ROTC instruction; **AND**

(b) Recommendation of Superintendent. - Receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position.

f. Licensed Psychologists for Test Administration and Interpretation.

A. Initial Authorization. - The applicant for licensure must provide evidence of satisfying the following:

(a) Valid License. - Provide a photocopy of a valid license issued by the West Virginia Board of Examiners of Psychologist; **AND**

(b) Academic and Experiential Background. - Provide 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; **AND**

(c) Experience in Test Administration and Interpretation. - Provide evidence of experience in test administration and interpretation with school age populations; **AND**

(d) Recommendation of Superintendent. - Receive the recommendation of the county superintendent in the county in which the applicant is employed.

(e) Limitations. - A licensed psychologist providing services on an Authorization is restricted to test administration and interpretation.

B. Renewal of the Authorization for Licensed Psychologist. - The applicant must:

(a) Valid License. - Provide a photocopy of a valid license issued by the West Virginia Board of Examiners for Psychologists; **AND**

(b) Recommendation of Superintendent. - Receive the recommendation of the county superintendent in the county in which the applicant is or was employed.

g. Out-of-Field Authorization for Teaching.

A. Initial Out-of-Field Authorization. - The applicant must:

(a) Valid Certificate. - Hold a valid West Virginia Professional Teaching Certificate; **AND**

(b) Board of Education Approval. - Receive approval from the local board of education; **AND**

(c) Professional Commitment. - Submit the Professional Commitment verifying that the applicant is enrolled in an institution of higher education's state approved program; **AND**

(d) Recommendation of Superintendent. - Receive the recommendation of the county superintendent verifying that the applicant is the best candidate for the position.

(e) Limitations. - Out-of-Field Authorizations are restricted to teaching specializations and will be granted only if the applicant does not qualify for a Permit. Such positions are not subject to posting provided the applicant meets the annual renewal requirements.

(f) Extension. - An Out-of-Field Authorization may be extended as indicated in §126-136-15.3.

B. Renewal of the Out-of-Field Authorization for Teaching. - The applicant for licensure must submit evidence of satisfying the following:

(a) Valid Certificate. - Hold a valid West Virginia Professional Teaching Certificate; **AND**

(b) College/University Course Work. - Complete six semester hours of college/university course work reflecting a 3.0 grade point average within an institution of higher education's state approved program in any or a combination of the specializations for which the Out-of-Field Authorization is granted; **AND**

(c) Recommendation of Institution of Higher Education. - Obtain the recommendation of the designated official at the college or university through which the program is being completed, verifying that the course work completed is part of the institution of higher education's state approved program; **AND**

(d) Recommendation of Superintendent. - Receive the recommendation from the county superintendent in the county in which the applicant is employed.

h. Chief School Business Official.

A. Initial Authorization for Chief School Business Official. - The applicant for licensure must provide evidence of satisfying the following:

(a) Degree. - Hold a minimum of a bachelor's degree including six semester hours of course work in accounting; **AND**

(b) Recommendation of Superintendent. - Receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position.

B. Renewal of the Authorization for Chief School Business Official - The applicant for licensure must provide evidence of satisfying the following:

(a) Professional Development Activities. - Complete 15 clock hours of in-service credit offered by the licensing agency; **AND**

(b) Recommendation of the Superintendent. - Receive the recommendation of the county superintendent in the county in which the applicant is or was employed.

i. Jobs for West Virginia Graduates

A. Initial Authorization. - The applicant for licensure must provide evidence of satisfying the following:

(a) Degree. - Hold a minimum of a bachelor's degree from an accredited institution of higher education; **AND**

(b) Certificate of Completion. - Successful completion of the "Jobs for America's Graduates training; **AND**

(c) Employment. - Is employed as a teacher in the Jobs for West Virginia's Graduates Program; **AND**

(d) Recommendation of the Superintendent. - Receive the recommendation of the county superintendent in the county in which the applicant is employed.

B. Renewal of the Authorization for Jobs for West Virginia's Graduates. - The applicant for licensure must provide evidence of satisfying the following:

(a) Employment. - Is employed as a teacher in the Jobs for West Virginia's Graduates Program; **AND**

(b) Recommendation of the Superintendent. - Receive the recommendation of the county superintendent in the county in which the applicant is employed.

j. Content Specialization for Seventh and/or Eighth Grade.

A. Permanent Authorization. - The applicant for licensure must provide evidence of satisfying the following:

(a) Valid Certificate. - Hold a valid West Virginia Professional Teaching Certificate endorsed for elementary education, grades 1-8, or multi-subjects, grades K-8; **AND**

(b) Competence. - Exhibit competence, through a county developed assessment process, to deliver the instructional goals and objectives for the specialization(s) to which the educator is assigned; **AND**

(c) Recommendation of the Superintendent. - Receive the recommendation of the county superintendent in the county in which the applicant is employed.

(d) Limitations. - The Authorization shall be valid only within the county from which the recommendation was issued and shall remain valid provided the applicant maintains her/his Professional Teaching Certificate endorsed for multi-subjects or elementary education. This Authorization will not be available for an educator newly assigned to a departmentalized seventh and/or eighth grade setting beginning with the 2000-2001 school year.

k. Speech/Language Pathology, Speech and Hearing Therapy, or Educational Audiology, Birth through Adult

A. Permanent Authorization. - The applicant for licensure must provide evidence of satisfying the following:

(a) Valid License. - Hold a valid West Virginia Professional Certificate endorsed for speech/language pathology, speech and hearing therapy or educational audiology; **AND**

(b) Recommendation of the Superintendent. - Receive the recommendation of a county superintendent.

(c) Limitations. - The Authorization shall remain valid provided the applicant maintains her/his Professional Certificate endorsed for speech/language pathology, speech and hearing therapy or educational audiology. The Authorization shall be valid in any county in West Virginia.

l. Career Major Introductory Courses.

A. Initial Authorization. - To teach each of the cluster major introductory courses identified below, the applicant for licensure must provide evidence of satisfying the following requirements:

(a) Agriculture and Natural Resources. - Hold a Professional Teaching Certificate endorsed for biology, general science or science or a Vocational Certificate endorsed for forestry or horticulture; **OR**

(b) Foundations in Engineering or Exploring Technology. - Hold a Professional Teaching Certificate endorsed for physics, comprehensive mathematics, physical science or general science or a Vocational Certificate endorsed for drafting, electronics, civil technology, or computer systems; **OR**

(c) Introduction to Health Care. - Hold a Professional Teaching Certificate endorsed for biology, chemistry, general science or health; **OR**

(d) Human Services, Development and Relationships. - Hold a Professional Teaching Certificate endorsed for health, social studies or occupational home economics or a Vocational Certificate endorsed for health occupations; **AND**

(e) Professional Development Activities. - Complete West Virginia Department of Education sponsored professional development; **AND**

(f) Recommendation of Superintendent. - Receive the recommendation of the county superintendent in the county in which the applicant is employed with verification that there is no available candidate with the required certification.

B. Renewal of the Career Major Introductory Course Authorization. - The applicant for licensure must provide evidence of satisfying the following:

(a) Foundations in Engineering or Exploring Technology—Complete WVDE sponsored professional development activities.

(b) Introduction to Health Care- Complete WVDE sponsored professional development activities.

(c) Recommendation of Superintendent. - Receive the recommendation of the county superintendent in the county in which the applicant is employed with verification that there is no available candidate with the required certification.

§126.136.24. Advanced Salary Classifications for Educators.

24.1. Purpose. - The intent of advanced salary classifications is to recognize educators for completing college/university course work that will contribute to the improvement of instruction or other services in the public schools. The legal bases for these regulations are W.V. Code §§18A-4-1 and 18A-4-4.

24.2. Governing Principles. - The following governing principles shall apply:

24.2.1. The advanced salary classifications recognized by the licensing agency are: BA+ 15, Master's, MA+15, MA+ 30, MA+ 45 and Doctorate. These classifications are defined in §126-136-4.

24.2.2. All college/university course work used for advanced salary purposes must be completed at an accredited institution of higher education as defined in §126-136-4.2 except that course work completed for a vocational advanced salary classification recognized on the Vocational Certificate must have been completed at a regionally accredited institution of higher education as defined in §126-136-4.39.

24.2.3. Graduate course work completed after July 1, 1994 shall be related to the public school program, as defined in §126-136-12.6.

24.2.4. Duplicate credit as defined in §126-136-4.15, shall not be accepted for advanced salary purposes.

24.2.5. A teacher who holds a master's degree based on fewer than 30 semester hours of credit may qualify for the MA+ 15, MA+ 30, or MA+ 45 advanced salary classification by completing 15, 30, or 45 semester hours of college/university credit respectively, beyond the degree requirements.

24.2.6. An individual employed on a permit in a specialization which requires completion of a master's degree program for the initial Professional Certificate may be granted a BA+ 15 salary classification upon completion of 15 semester hours of course work leading to the master's degree in the specialization for which the permit is issued.

24.2.7. Fifteen (15) semester hours of undergraduate credit from a regionally accredited institution of higher education, earned after July 1, 1984, may be utilized for an 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. Undergraduate course work used to satisfy option "a" must be completed after all requirements for issuance of the specialization on the Professional or Vocational Certificate have been completed.

24.3. Salary Classifications for Holders of the Vocational Permit or Certificate.

24.3.1. The basic salary for the holder of a Vocational Permit or Vocational Certificate shall be based on a bachelor's degree unless the permit or certificate is issued on the basis of a master's or doctor's degree in which case the salary will be at the appropriate degree level.

24.3.2. The vocational advanced salary classifications are recognized only on the Vocational Certificate.

24.3.3. The vocational advanced salary classifications for an educator whose Vocational Certificate is not based on a degree include Vocational BA+ 15, Vocational MA, Vocational MA+15, Vocational MA+ 30, and Vocational MA+ 45 . These salary classifications are defined in §126-136-4.

24.3.4. A vocational educator who received an advanced salary classification under previous provisions shall qualify for additional salary classifications by completing 15 semester hours of additional college course work through a regionally accredited institution of higher education defined in §126-136-4-39 for each new salary classification.

24.3.5. Six semester hours of college/university course work in the teaching specialization update are required for each advanced salary classification. A maximum of six semester hours of teaching specialization update course work is acceptable for each advanced salary classification.

24.3.6. An educator who holds a permanent Vocational Certificate may qualify for the MA+ 30 salary classification based on the awarding of a bachelor's degree from a regionally accredited institution of higher education as defined in §126-136-4.39.

24.3.7. An educator who holds a permanent Vocational Certificate may qualify for the MA+ 45 salary classification based on the awarding of a bachelor's degree and 15 semester hours of graduate credit from a regionally accredited institution of higher education defined in §126-136-4.39.

24.3.8. An educator who is not pursuing a degree and who is requesting a vocational advanced salary classification must select college/university course work related to the following areas, with the semester hour limitations as indicated:

a. Composition and Rhetoric	6 Hrs.
b. School and Society	3 Hrs.
c. Computer Literacy/Microcomputer Network Applications	6 Hrs.
d. Human Growth and Development	3 Hrs.
e. Mathematics	6 Hrs.
f. Psychology of Learning	3 Hrs.
g. Speech	3 Hrs.
h. Teaching of Reading in the Secondary Schools	3 Hrs.
i. Coordination of Cooperative Vocational Education	3 Hrs.
j. History and Philosophy of Vocational Education	3 Hrs.
k. Coordination of Vocational Youth Activities	3 Hrs.
l. Audio Visual Productions in Vocational Education	3 Hrs.
m. Teaching Special Needs Students in Vocational Education	3 Hrs.
n. Laboratory Science	8 Hrs.

- o. Teaching Specialization Update 30 Hrs.
- p. Approved Electives 9 Hrs.

24.3.9. The requirements for Teaching Specialization Update may be satisfied by the following: 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 licensing agency. These hours can be no more than five years old at the time of application for the advanced salary classification.

24.4. Dating of Advanced Salary Classifications.

24.4.1. The effective date of an advanced salary classification shall be the date of the applicant's eligibility provided the application is received by the licensing agency within three months of the date of eligibility. When the application is received by the licensing agency more than three months after the date of the applicant's eligibility, the effective date shall be three months prior to the date the application is received by the licensing agency.

§126-136-25. Paraprofessional Certificate.

25.1. Permanent Paraprofessional Certificate.

25.1.1. General Criteria. - A Paraprofessional Certificate may be issued to a person who has completed: 1) the general requirements specified in §126-136-13.1; and 2) the conditions for issuance identified in §126-136-25.1.3. The Paraprofessional Certificate entitles the holder to serve in a support capacity including, but not limited to, facilitating the instruction and direct or indirect supervision of pupils under the direction of an educator.

25.1.2. Validity Period. - The Permanent Paraprofessional Certificate shall continue to be valid unless revoked for just cause.

25.1.3. Conditions for Issuance. - The applicant for licensure must submit evidence of satisfying 36 semester hours of post-secondary education or its equivalent in the following:

a. Basic Skills: - The applicant must have completed at least nine semester hours of college/university credit or its equivalent in reading, writing and mathematical computations. Three semester hours of course work can be credited by passing each of the Pre-Professional Skills Tests (PPST) in reading, writing and mathematics or meeting one of the exceptions identified in §126-136-14.1.3. e.D; **AND**

b. General Studies. - The applicant must have completed at least six semester hours of college/university credit or its equivalent from the humanities, fine arts, and/or physical, biological or social sciences; **AND**

c. Computer Literacy. - The applicant must have completed at least three semester hours of college/university credit or its equivalent in computer literacy; **AND**

d. Special Education. - The applicant must have completed at least three semester hours of college/university credit or its equivalent in special education. Documentation of a minimum of two years of successful experience which included special needs children and a minimum of ten (10) clock hours of in-service training directly related to special education may be substituted for the college/university credit; **AND**

e. Classroom Management. - The applicant must have completed at least three semester hours of college/university credit or its equivalent in classroom management. Documentation of a minimum of two years of experience in the successful use of classroom management skills may be substituted for the college/university credit; **AND**

f. Human Growth and Development. - The applicant must have completed at least three semester hours of college/university credit or its equivalent in human growth and development or psychology; **AND**

g. Electives. - The applicant must have completed nine semester hours of electives related to public instruction.

25.1.4. Equivalent Training. - Equivalent training may be obtained from in-service programs or adult technical education programs delivered through county school systems or regional education service agencies (RESAs) provided the equivalent training for the Paraprofessional License reflects the distribution of requirements specified in §126-136-25.1.3. Fifteen clock hours of in-service or adult technical education equals one semester hour of college/university credit.

§126-136-26. Licensure Appeal Panel.

26.1. Purpose. - The purpose of the Licensure Appeal Panel is to provide an appeal process for individuals related to interpretations of licensure regulations in order to allow an objective review of issues and decisions.

26.2. Jurisdiction. - The Licensure Appeal Panel has jurisdiction to hear an appeal based on licensure issues following its referral from the state superintendent of schools. The Appeal Panel may determine that extenuating circumstances exist and, therefore, may base its decision on factors outside the current licensure regulations. The Appeal Panel does not have jurisdiction to review licensure revocations ordered by the licensing agency or to operate outside current law.

26.3. Membership. - The Licensure Appeal Panel shall be comprised of members of the West Virginia Commission for Professional Teaching Standards as specified in the State Board policy creating the commission.

26.4. Terms of Office. - Membership on the Appeal Panel shall be consistent with the member's term of office on the West Virginia Commission for Professional Teaching Standards.

26.5. Election of Chairperson. - At the initial meeting each school year, the members of the Appeal Panel shall elect a chairperson who shall serve a one-year term which expires June 30. The chairperson may be reelected to a second consecutive term but may not serve as chair for a third consecutive term. A temporary chairperson shall be elected to preside over any session or hearing in the absence of the regularly elected chairperson.

26.6. Quorum. - A majority of the Appeal Panel members eligible to participate must be present in order to convene a session or to take any official action. If a member is ineligible to participate in an appeal because he/she is a responding party, that member's seat shall not be counted among the number of members eligible to participate, and shall not be considered in the calculation of a quorum. Vacant seats shall not be considered in the calculation of a quorum.

26.7. Meetings. - The Appeal Panel shall meet in July or August of each school year to conduct business relating to its governance and to receive an orientation about legal procedures. The Appeal Panel shall meet in session at least every three months to review the appeals referred by the licensing agency. The Appeal Panel may meet more frequently if reasonably necessary, upon the consent of a quorum. The Appeal Panel does not need to meet if no appeals are pending. The licensing agency shall reimburse each Appeal Panel member for allowable state travel expenses and shall reimburse the board of education the cost for a substitute teacher for each teacher member of the Appeal Panel.

26.8. Burden of Proof. - In all reviews or hearings referred to the Appeal Panel, the appellant shall bear the burden of proving, by a preponderance of the evidence, that the judgment made by the responding party is erroneous.

26.9. Liaison. - The licensing agency shall appoint a liaison within the licensing agency who shall assist the Appeal Panel by providing explanation of existing regulations, legal interpretations and practices of the licensing agency.

26.10. Appeal Process.

26.10.1. Appellant. - An individual may file a written appeal to the Licensure Appeal Panel through the licensing agency, within thirty days from the date of the state superintendent's denial for a waiver.

26.10.2. Licensing Agency. - Upon receipt of an appeal, the licensing agency must

a. Refer the appeal by written notification to the elected chairperson of the Appeal Panel; **AND**

b. Send an acknowledgment letter to the appellant informing the individual that the appeal is being referred to the Appeal Panel; **AND**

c. Send a letter of notification, a copy of the appeal and all attachments provided by the appellant to the responding party.

26.10.3. Responding Party. - The responding party may

a. File a written response with the licensing agency within 10 days from the date the notice of the appeal was sent to the responding party. A copy of the response from the responding party shall be forwarded to the appellant.

26.10.4. Appellant. - Upon receipt of the response from the responding party, the appellant may:

a. File a written reply to the response within 10 days of the date of the response. The appellant's response shall go to the Appeal Panel and the responding party via the licensing agency.

26.10.5. Chair of Appeal Panel. - Upon receipt of the appeal and any responses from the responding party and appellant, the chair of the Appeal Panel shall

a. Place the appeal on the docket of cases scheduled for review at the next quarterly session, except that appeals received within the 30 days preceding a session may be held over until the following session if time is needed for the responding party and appellant to respond.

26.10.6. Licensing Agency. - The licensing agency shall

a. Send a letter as soon as possible to the appellant informing her/him of the docket date for the review of the record in her/his appeal; **AND**

b. Send a notice of the session for review of the record or hearing of the appeal to each member of the Appeal Panel at the earliest practicable date. The notice must include the date, time, place and appeals to be considered. If the appeal is scheduled for hearing, the appellant shall be advised, in writing, of the time and place of the hearing and her/his rights set out in these rules. If the appeal is scheduled for review of the record, the appellant shall be notified of the review date.

26.10.7. Appeal Panel Members. - Any Appeal Panel member who is involved in an appeals as an appellant or as an employee of the responding party may not participate in the consideration or adjudication of the case.

26.11. Review of the Record.

26.11.1. Initial Review. - An appeal shall be first considered for adjudication by review of the record by the Appeal Panel. Upon proper notice, the Appeal Panel will convene to consider the appeal upon the administrative record furnished by the appellant and the responding party. The appellant or her/his designee may appear before the Licensure Appeal Panel and make a five-minute presentation justifying why the appeal should be granted.

26.11.2. Decision. - After reviewing the record, state law and the licensure regulations, the Appeal Panel shall decide the appeal by voting on whether to grant the appeal and reverse the decision of the responding party or to uphold the decision of the responding part. To reverse the decision of a responding party, at least a majority of the members of the Appeal Panel eligible to participate must vote in favor of the appellant. In the case of a tie vote, a second vote shall be taken. If the vote is still tied, the proposed motion fails. If the Appeal Panel determines that it is necessary to take evidence from witnesses, in addition to the evidence already contained in the record, the appeal will be rescheduled for hearing on the next available date. Notice of such shall be sent to the appellant and responding party.

26.11.3. Notification. - The chairperson of the Appeal Panel shall notify the appellant of the Appeal Panel's decision which shall be made in writing within 14 days after the session. The decision shall include findings of fact and conclusions of law. Copies of the decision shall be sent to the licensing agency and the responding party. The appeal documents shall remain with the licensing agency.

26.12. Hearings.

26.12.1. Closed Hearings. - All hearings shall be recorded and shall be closed unless an open hearing is requested by the appellant.

26.12.2. Rules. - The formal rules of evidence shall be relaxed. However, gross violations thereof may be restrained by the chairperson of the Appeal Panel or by a person designated by the chairperson to rule on evidentiary questions.

26.12.3. Appellant. - The appellant has the right to

- a. Be assisted by counsel or other person of appellant's choosing; **AND**
- b. Receive a copy of all documents submitted to the Appeal Board; **AND**
- c. Receive a transcript or recording of the hearing; **AND**
- d. Present witnesses and cross-examine witnesses, all of whom shall take an oath prior to testifying; **AND**
- e. Have the right to present her/his case first.

26.12.4. Responding Party. - The responding party has the right to

- a. Be assisted by counsel or other person of the responding party's choosing;
- AND**
- b. Receive a copy of all documents submitted to the Appeals Panel; **AND**

c. Present witnesses and cross-examine witnesses, all of whom shall take an oath prior to testifying.

26.12.5. Appeal Panel. - The Appeal Panel

a. May take administrative notice of any official record or document maintained by any state agency or subdivision thereof, if authenticated by the custodian thereof; **OR**

b. May take administrative notice of any state law or regulation of a state agency; **AND**

c. Shall decide the appeal at the same session and upon consideration of the administrative record, the evidence, state law and the licensing agency's regulations by voting on whether to grant the appeal by reversing the decision of the responding party or to uphold the decision of the responding party.

d. To reverse a decision of a responding party, at least a majority of the members of the Appeal Panel eligible to participate must vote in favor the appellant. In the case of a tie vote, a second vote shall be taken. If the vote is tied a second time, the proposed motion fails.

26.12.6. Notification. - The chairperson of the Appeal Panel shall notify the appellant of the Appeal Panel's decision which shall be made in writing within 14 days after the hearing. The decision shall include findings of fact and conclusions of law. Copies of the decision shall be sent to the licensing agency and the responding party. The appeal documents shall remain with the licensing agency.

26.13. Appeal to State Board of Education.

26.13.1. Any party not satisfied with the decision of the Licensure Appeal Panel may appeal to the State Board , in writing, within 60 days of the Appeal Panel's decision. The State Board shall render its decision based on a review of the record.

26.14. Appeal to the Kanawha County Circuit Court.

26.14.1. Any party not satisfied with the decision of the State Board may appeal to the Kanawha County Circuit Court within 120 days of the date of the State Board's decision.

APPENDIX A

**SPECIALIZATIONS RECOGNIZED
ON THE PROFESSIONAL AND VOCATIONAL LICENSES**

APPENDIX A
SPECIALIZATIONS RECOGNIZED
ON THE PROFESSIONAL CERTIFICATE

Recognized Programmatic Levels

•	Preschool Education	Birth-PreK
•	Early Education	PreK
•	Early Childhood	Grades K-4
•	Middle Childhood	Grades 5-9
•	Adolescent	Grades 9-12
•	Adult	Adult

Grade Level Options for General Education Specializations

Any Modern Foreign Language	K-12, 5-12, 5-9
Art	K-12, 5-12, 5-9
Biology	9-12
Chemistry	9-12
Computer Science Education	5-12
Dance	9-12
Driver Education (Safety Education)	9-12
Early Childhood Education	K-4
Early Education	PreK
Elementary Education	K-6
English	5-12, 5-9
English as a Second Language	PreK-12
French	5-12, 5-9, K-12
General Math through Algebra I	5-12, 5-9
General Science	5-12, 5-9
German	5-12, 5-9, K-12
Health	K-12, 5-12, 5-9
Japanese	K-12, 5-12, 5-9
Journalism	9-12
Latin	5-12, 5-9
Mathematics	5-12, 5-9
Middle Childhood--Professional Development	5-9
Music	K-12,
Oral Communications	9-12, 5-12
Physical Education	K-12, 5-12, 5-9
Physics	9-12
Preschool Education	Birth-PreK
Reading Specialist ¹	K-12
Russian	5-12, 5-9, K-12
School-Library Media	K-12
Social Studies	5-12, 5-9
Spanish	5-12, 5-12, 5-9
Technology Education	5-12
Theatre	9-12

¹Master's Degree Required

APPENDIX A**Grade Level Options for Vocational Specializations**

Agriculture	5-12
Business Education	5-12, 9-12
Family & Consumer Science	5-12
Marketing	9-12

Grade Level Options for Special Education Specializations

Behavior Disorders (Excluding Autism)	K-12, 5-12
Behavior Disorders (Including Autism)	K-12, 5-12
Developmentally Delayed	PreK-4
Gifted	K-6, 5-12
Hearing Impaired	Not Specified
Mentally Impaired Mild/Moderate	K-12, 5-12
Multi-Categorical (BD,MI,SLD)	K-12, 5-12
Severely/Profoundly Impaired (Severely and Profoundly Handicapped)	Not Specified
Specific Learning Disabilities	K-12, 5-12
Vision Impaired	Not Specified

Grade Level Options for Student Support Specializations

Athletic Trainer	Not Specified
Counselor ¹	Not Specified
Education Audiologist ¹	Not Specified
School Nurse	Not Specified
School Psychologist ¹	Not Specified
Social Services and Attendance	Not Specified
Speech Assistant	Not Specified
Speech Language Pathologist ¹	Not Specified

Grade Level Options for Administrative Specializations

Principal ¹	Not Specified
Superintendent ¹	Not Specified
Supervisor of Instruction ¹	Not Specified
Vocational Administrator ¹	Not Specified

¹Master's Degree Required

APPENDIX A

The West Virginia Department of Education will issue certificates for discontinued specializations only to those students enrolled in an approved program at the time the program was discontinued.

SPECIALIZATIONS RECOGNIZED ON THE VOCATIONAL LICENSE***

Agricultural Equipment Mechanics	EKG Technician	Medical Transcription
Air Conditioning	Electro-Mechanical Technology	Mill and Cabinet
Auto Body Repair	Electronics Technology	Nursing Assistant
Auto Mechanics	Facilities Maintenance	Operations
Aviation Maintenance	Food Preparation	and Maintenance-
Carpentry	Food Service	Heavy Equipment
Child Care	Forestry	Operations and
Civil Technology	General Building	Maintenance-Trucks
Collision Repair	Construction	Optician Technician
Commercial Artistry	Graphic Arts	Pharmacy Technician
Communications Technology	Health Assistant	Piano Tuning and
Computer Integrated	Health Unit Coordinator	Repair
Manufacturing	Horticulture	Phlebotomy
Computer Systems Repair	Hospitality	Plumber and Pipefitting
Coordinator Co-op Education	Hotel/Motel/Housekeeping	Practical Nursing
Cosmetology	Industrial Equipment	Refrigeration Mechanic
Criminal Justice/Corrections Services	Maintenance	Respiratory Therapy
Culinary Arts	Lab Tech Electronics	Sheet Metal
Data Processing Programming	Lab Tech Medical	Small Engine Repair
Dental Assistant	Machine Shop	Surgical Technician
Dental Technician	Masonry	Ward Clerk
Diesel Mechanics	Medical Assistant	Warehousing
Draft and Design Technology	Medical Records	Welding
Drafting		

***All of these specializations are issued at the 9-Adult level unless noted otherwise.

APPENDIX B
REQUIRED TESTS FOR WEST VIRGINIA LICENSURE

**REQUIRED TESTS FOR WEST VIRGINIA LICENSURE
PREPROFESSIONAL SKILLS¹**

	Praxis I			
	Paper/Pencil Version		Computer-Based Version	
	Test Code	Required Score ²	Test Code	Required Score ²
Reading	710	174	711	321
Writing	720	172	721	318
Mathematics	730	172	731	317

OR	American College Testing Program	
	Required Score	Required Score
	25	26 (Enhanced - Effective November 1989)

OR	Scholastic Achievement Test	
	Required Score	Required Score
	1035	1125 (Recentered - Effective April 1995)

PROFESSIONAL EDUCATION

Praxis II		
	Test Code	Required Score ²
Professional Education		
Principles of Learning and Teaching, Grades K-6	0522	165
Principles of Learning and Teaching, Grades 5-9	0523	159
Principles of Learning and Teaching, Grades 7-12	0524	156

¹There are several exemptions to the PPST as indicated in §126-136-14.1.3.e.D. This Appendix **ONLY** includes exemptions based on ACT or SAT scores. Please refer to the appropriate policy section for other exemptions.

² Passing scores are current as of September 1, 1999. Check with the Office of Professional Preparation for previous passing scores.

APPENDIX B

Praxis II		
Current General/Vocational Education Specializations	Required Test(s)	Required Score(s) ²
Agriculture	0700	430
Art	0133	160
Biology	0235	152
Business Education	0100	570
Chemistry	0245	157
Computer Science Education	No test required	NA
Coordinator of Cooperative Education	No test required	NA
Dance	No test required	NA
Driver Education	0867	141
Early Childhood Education (K-4)	0020	530
Early Education (PreK)	0530	590
Elementary Education (K-6)	0011	155
English (5-12, 9-12)	0041	155
English (5-9)	0049	147
English as a Second Language	No test required	NA
Family & Consumer Science (Consumer and Homemaking)	0120	530
French	0173	131
General Math through Algebra 1	0067 (0069)	148
General Science (5-12)	0231 ³	148
	0481 ³	142
	0432	149
General Science (5-9)	0439	151
German	0181	132
Health Education	0550	640
Japanese	No test required	NA
Journalism	No test required	NA

² Passing scores are current as of September 1, 1999. Check with the Office of Professional Preparation for previous passing scores.

³ A passing test score submitted for the Biology endorsement may be substituted for the Biology test requirement indicated for General Science. Also, a passing score submitted for the Chemistry or Physics endorsement may be substituted for the Physical Science test requirement indicated for General Science.

APPENDIX B

Praxis II		
Current General/Vocational Education Specializations	Required Test(s)	Required Score(s) ²
Latin	0600	480
Marketing	0560	600
Mathematics (Comprehensive)	0061 ⁴	133
Middle School English Language Arts	0049	147
Middle School Mathematics	0069	148
Middle School Science	0039	151
Middle School Social Studies	0089	151
Music	0113	155
Oral Communications	0220	600
Physical Education	0091	150
Physics	0265	126
Pre-School Education (Birth-Pre-K)	No test required	NA
Professional Development, Middle Childhood Education	0523	159
Reading Specialist	0300	520
Russian	No test required	NA
School-Library Media	0310	520
Social Studies (5-12, 9-12)	0081	148
Social Studies (5-9)	0089	151
Spanish	0191	143
Technology Education	0050	570
Theatre	No test required	NA

² Passing scores are current as of September 1, 1999. Check with the Office of Professional Preparation for previous passing scores.

⁴Persons completing a middle school Mathematics (comprehensive) endorsement must take the General Math test (0067) or, effective September 1, 1999, the Middle School Mathematics Test (Code 0069).

⁵A passing content specialization test (NES Test) in Behavior Disorders, Mental Impairment (mild/moderate) or Specific Learning Disabilities may be used to satisfy the Knowledge-Based Core Principles testing requirement (0351) indicated for these tests in the Praxis series.

APPENDIX B

Praxis II		
Current Special Education Specializations	Required Test(s)	Required Score(s) ²
Behavior Disorders (including and excluding Autism)	0371 0351 ⁵	156 136
Developmentally Delayed	0690	550
Gifted	0357	161
Hearing Impaired	No test required	NA
Mentally Impaired (Mild/Moderate)	0321 0351 ⁵	143 136
Multi-Categorical Special Education	0371 0321 0381 0351 ⁵	156 143 144 136
Severely and Profoundly Handicapped	No test required	NA
Specific Learning Disabilities	0381 0351 ⁵	144 136
Visually Impaired	No test required	NA
Current Student Support Services Specializations	Required Test(s)	Required Score(s) ³
Athletic Trainer ⁶	0097	158
Education Audiologist	0340	600
School Counselor	0420	580
School Nurse	No test required	NA
School Psychologist	0400	550
Social Services and Attendance	0210	560
Speech-Language Pathologist	0330	600
Current Administration/Supervision Specializations	Required Test(s)	Required Score(s) ²
Principal, Superintendent, Supervisor of Instruction, or Vocational Administrator	0410	570

² Passing scores are current as of September 1, 1999. Check with the Office of Professional Preparation for previous passing scores.

⁵ A passing content specialization test (NES Test) in Behavior Disorders, Mental Impairment (mild/moderate) or Specific Learning Disabilities may be used to satisfy the Knowledge-Based Core Principles testing requirement (0351) indicated for these tests in the Praxis series.

⁶ Persons holding current National Athletic Trainers Association membership are exempt from taking the Praxis Trainer test.

**REQUIRED TESTS FOR THE VOCATIONAL PERMIT
AND VOCATIONAL CERTIFICATE
BASIC SKILLS⁷**

California Achievement Tests Required for Vocational Educators Required Score		
	Vocational Permit	Vocational Certificate
Reading	765	774
Writing	749	760
Mathematics	768	780
Content Specializations		
	Permit Issuance	Permit Renewal⁸
Vocational Technical Occupations ⁹		Written and Performance Sections of NOCTI (Policy 5106) ¹⁰
Practical Nursing	Valid WV License as RN	
Nursing Assistant & Health Assistant	Valid WV License as RN	
Medical Assistant	Valid AAMA or AMT Certificate	
Medical Lab Technician	Valid Certificate from ASCP or AMT or ISCLT	
Dental Assistant	Valid Certificate from DANB	
Dental Lab Technician	Valid Certificate from NBC in Dental Laboratory Technology	
Other Health Occupations	Valid Certificate or License from the appropriate state or national organization	

⁷Exemptions to the Basic Skills Tests are identified in WV 126CSR136, Policy 5202. This Appendix **ONLY** includes exemptions based on ACT and SAT scores. Please refer to Policy 5202 for other exemptions.

⁸The testing components and scores established for the renewal of a permit are also required for the issuance of a Vocational Certificate.

⁹If a NOCTI test or a national or state certificate or license is not available, content specialization tests shall be developed or obtained from other sources.

¹⁰The minimum scores for passing the NOCTI test shall be one-half standard deviation below the mean plus the standard error of measurement.

08/27/99
10/14/99
01/14/00

**POLICY 5202: MINIMUM REQUIREMENTS FOR THE LICENSURE
OF PROFESSIONAL/PARAPROFESSIONAL PERSONNEL AND
ADVANCED SALARY CLASSIFICATIONS**

COMMENT LOG

1999

ACTION TYPE
N: No Response -Negative
NA: Not Accepted + Positive
A: Accepted 0 Neutral

Date	Individual/ Organization	Comments	Action/ Type	Rationale
12/06/99	Lynda J. Overking, Health Occupations Coordinator	126-136-4 Definitions - Change the definition of a long-term substitute from one who serves more than 30 days in the same assignment to one who serves more than 10 days in the same assignment.		
	Lynda J. Overking, Health Occupations Coordinator	126-136-6 Responsibilities in the Licensure Process - 4.26 Completion of Renewal Credit - The educator must complete the college/university work for the renewal of the Professional Certificate the year of expiration date of the certificate being renewed.		
	Lynda J. Overking, Health Occupations Coordinator	126-136-7 Authorized Licenses, Specializations and Programmatic Levels - 7.2.3 Vocational Certificate - The Vocational Certificate is equivalent to the Professional Certificate with the completion of a bachelor's degree from an approved college/university. Standards need to be raised not lowered.		
	Lynda J. Overking, Health Occupations Coordinator	126-136-9 Assignment of Professional Personnel - 9-10 Assignment of Short-Term Substitutes - A substitute who frees a position for 10 days or less (short-term) may substitute in a specialization not reflected on the license.		
	Lynda J. Overking, Health Occupations Coordinator	126-136-10 Out-of-State Applicants - Minimum of a bachelor's degree from accredited school of nursing - needs to be added — same as the other educators!		
	Lynda J. Overking, Health Occupations Coordinator	126-136-13 Common Licensure Requirements - Please add - for a permanent Full-Time permit to teach, Registered nurses must have a bachelor's degree in nursing. Raise the standard! A minimum of a bachelor's degree through an accredited school of nursing institution - college/university, required to teach CNA - certified nursing assistant, license Practical Nursing, Surgical Technology and medical assistant.		

Date	Individual/ Organization	Comments	Action/ Type	Rationale
	Lynda J. Overking, Health Occupations Coordinator	<p>126-136-14 Professional Teaching Certificate and Professional Service Certificate - 15.1.4 Exception for a School Nurse - A school nurse who is employed on a Full-Time Permit is required to have minimum of a bachelor's degree for issuance of the original permit. Evidence of a valid registered nurse license issued by the West Virginia Board of Examiners is required plus a bachelor's degree in Nursing</p>		
	Lynda J. Overking, Health Occupations Coordinator	<p>126-136-19 Vocational Permit - 19.1 Exception - All medical Programs taught by Registered Nurses - The requirement is a bachelor's degree in nursing to teach and maintain a full time Vocational Permit! Continue to require 3+ years of work experience to teach in the medical programs. Experience should be in <u>bedside nursing</u> as a Registered Nurse. One year of bedside nursing is not enough. Let RN's work five-to-six years as they work toward achieving a bachelor's in nursing degree. This should be the minimum to teach LPN.</p> <p>b. For Health Occupations Specializations A) Practical Nursing a) Degree- Bachelor's in nursing and License etc... + 3 years Bedside nursing experience. C. Medical Assistant - a) Certification - Hold a valid American Association of Medical Assistants(AAMA) Certificate or the American Medical Technologists Association (AMT) Certificate, or a BSN Registered Nurse with 4,000 Clock hour's of Wage earning experience in a medical office or out-patient clinic etc.</p>		
	Lynda J. Overking, Health Occupations Coordinator	<p>General Comments - 9.3 Adult Programs - An educator working in a program for adults who are seeking a high school diploma or warranty retraining must hold a valid license for a like assignment in a public school adolescent education program. Salary increases should be based on merit and working toward Bachelor's degree for every educator. Time in the system should not reward individuals teaching in a vocational setting who have not intention of completing a) higher degree(s). This is especially true in the nursing profession. Reward those who remain current and return to school to receive higher degrees in their field.</p>		

Date	Individual/ Organization	Comments	Action/ Type	Rationale
12/06/99	Delores Ranson Jackson County Schools	<p>126-136-9 Assignment of Professional Personnel - Please consider: Currently a short-term substitute can work up to 30 days in any teaching assignment. If the assignment is for more than 30 days, and we do not have a substitute certified in the specific area, we can request a waiver. If this section of 5202 is approved as written, it will be almost impossible to get a waiver request approved by the county board and, in turn, approved by the State Superintendent by the end of 10 days. That means we will have to put another short-term substitute in the classroom. This is not in the best interest of students. The current process takes a lot of careful monitoring to ensure compliance. The new revised policy will take more time...almost daily monitoring. There are several areas in which we have no certified substitute teachers, such as foreign language, BD, preschool, reading, technical education, etc. We have other areas where we have only one or two substitutes such as art, business, chemistry, drivers education, home economics, etc. This revised policy could be a real problem for school systems. Please reconsider. Also, note that by requesting many waivers (which I believe we will have to do), it might very well send a message to parents and the public in general that we do not have qualified teachers in the classroom. This could cause even greater problems.</p>		
	Delores Ranson Jackson County Schools	<p>General Comments - We are having a difficult time finding certified speech and theater teachers. It's difficult to get a teacher to go back to school to pick up another undergraduate degree. Could we use an alternate way to certify teachers in these areas. The same is true for school library. These are all undergraduate programs. Is there any way that, in these specific areas, that teachers who already hold a master's degree could get credit toward hours above their master's degree? Of course masters programs would be a solution also, however that could not be addressed through 5202.</p>		
12/09/99	Barbara Brazeau Putnam County Board Of Education	<p>126-136-9.11 Assignment of Professional Personnel - In many cases, county board approval for a substitute who teaches beyond ten day in a specialization for which he/she is not certified will have to occur "ex post facto" because county boards do not always meet frequently enough to comply with the proposed time line.</p>		
	Barbara Brazeau Putnam County Board Of Education	<p>126-136-13.4 Licensure Fee - We would prefer that the increased fee become effective July 1, 2000 because educators who are eligible for conversion or permanent certification must wait until the middle of March to acquire their 133 days. Consequently, they can not apply prior to the proposed date for the increased fee.</p>		

Date	Individual/ Organization	Comments	Action/ Type	Rationale
	Barbara Brazeau Putnam County Board Of Education	<p>126-136-16 Substitute Permits for Teaching and Student Support Service - We do not anticipate employing substitute teachers who have not completed an educational preparation program. However, we do utilize individuals whose Professional Certificates have expired. It appears that the proposed 18 clock hours of training would be redundant for an individual who has already completed an approved West Virginia approved program. We suggest that you eliminate the 18 clock hours of training for an individual who has previously completed a teacher education program and may want to substitute in a different specialization or has allowed her/his Professional Certificate to expire. Requiring this training would place an unnecessary burden on county boards of education and make it more difficult to secure the services of substitute teachers who fall into either of these categories. There are substitute teachers who are pursuing the completion of an approved teacher education program. Consequently, there should be an option for renewal of the Long-Term Substitute Permit which allows the individual to complete six semester hours of course work within an institution of higher education's approved program if the individual chooses to do so. This recommendation is consistent with the proposed language for Substitute Vocational Permits.</p>		
	Barbara Brazeau Putnam County Board Of Education	<p>126-136-21 Substitute Vocational Permit - It appears that the proposed 18 clock hours of training would be redundant for an individual who has already held a Vocational Certificate and may want to substitute in a different specialization or has allowed her/his certificate to expire. We suggest that you eliminate this training for anyone who falls into either of these categories.</p>		
12/13/99	Christeen Courtney Kanawha County Schools	<p>126-136-13 Common Licensure Requirements - Licensure and Related Fees - I have heard many complaints from teachers about this fee increase especially from new teacher (recent graduates). Those that are helping counties in special education by going on a permit and/or out-of-field authorization (they are not eligible for any reimbursement and their salary is lowest on the scale); ROTC instructors who must apply for a licensure each year (even though some branches of the armed services give them a permanent license or a three to five year license); and any professional educator who must teach one or two classes and become licensed in that area (to help with their school staffing needs).</p>		

Date	Individual/ Organization	Comments	Action/ Type	Rationale
12/13/99	Katy Smith Pratt Elem., Faculty Senate	<p>126-136-16 Substitute Permits for Teaching and Student Support Services - At the Dec. 10, Faculty Senate Meeting, the staff reviewed the document for the second public comment period of Policy 5202 - Minimum Requirements for the Licensure of Professional/Paraprofessional Personnel and Advanced Salary Classification. The consensus of the Pratt Elementary School Faculty Senate was to request that the wording in the section for the licensure of substitutes, Section 16.1.1, not be rewritten. As professionals in the field of education, we are requesting that the WUDE retain language that states that substitute Teachers MUST HAVE a college degree in education, particularly in the content area, in which the individual would teach. We strongly believe that it is imperative as professionals that we have people who are trained educators, with a degree in education as well as in the content area, in order to meet the needs of today's students.</p>		
12/13/99	Robert Mason, Assistant, Mineral County Schools	<p>126-136-9 Assignment of Professional Personnel - Concerning the definition of short-term and long-term substitutes, changing the days from 30 to 10 is ok at the county level, but one problem it will cause will be a number of after-the-fact requests for waivers. Many, if not most, of the consecutive absences for more than 10 days comes from situations which are not planned. Therefore, it will be at or near 10 days when we know the absence will last longer than 10 days. However, few of these will reach 30 days. Many situations will arise when we may be required to submit a waiver, but it may take as much as 1-2 weeks before the next scheduled Board Agenda. Then it will of course take time to send this to the Department of Education for the waiver. We will be submitting many waiver requests for which the absent teacher will be back well before the waiver process is complete (which will of course result in a lot of wasted paperwork). My recommendation is to leave the definition of short-term and long-term as they were - at 30 days, or at least compromise at 20 days. Also, it is unclear to me which substitute teachers would take priority. For example if we have two person on the substitute list - one who has obtained their substitute permit through holding a Bachelor's degree and completing the 18 hour training, and who has an Art endorsement by virtue of having 12 hours of Art, and the other who is a certified Multi-Subjects K-8 teacher - who takes priority in placement for an elementary Art position as a substitute teacher? Second, what if the Multi-Subject teacher happens to have 15 hours of Art? Does the County have to apply for a Long-Term Substitute Teacher permit in order for that person to substitute in the position? It actually seem though the policy is giving Bachelor's degree substitutes preference, because the regularly certified substitute teacher does not have endorsements on their certificate in any area in which the have 12 college hours of credit.</p>		

Date	Individual/ Organization	Comments	Action/ Type	Rationale
12/13/99	Robert Mason, Assistant, Mineral County Schools	<p>126-136-7 Authorized Licenses, Specializations, and Programmatic Levels - I believe that I have seen out-of-state certifications for Psychology, but I'm not sure.</p>		
12/13/99	Robert Mason, Assistant, Mineral County Schools	<p>126-136-16 Substitute Permits for Teaching and Student Support Services - Please leave the option of having candidates go to the college of their choice for a sign-off. In our county, this has proven to be a painless and efficient way to obtain the substitute permit. We have had no major problems with this option, except with renewal after 3 years. Most of our Option IV substitutes choose not to return to college for 6 hours credit. This is where the new option of staff development training is really beneficial to us - we will get back approximately 10 people who have substituted previously under the old Option IV permit, but did not renew because of the 6 college credit requirement. The problem we have with the new 18 clock hour training program is that we can practically only have several of these training sessions a year. It is possible that we could get a new candidate for a substitute permit every 2 weeks, at each regularly scheduled Board Meeting. The option of going to the college for a sign-off makes it possible to hire a new person in literally a matter of days - all it takes is an official transcript and receipt of the application form back from the college. Then we can submit the name for Board approval, and begin working with the person while the paperwork is completed at the State Department. It seems like the best of both worlds to allow both option; then counties can choose the route best for the individual and the county at the particular time of application. It would also depend on the person's background. For example, the training option would be better for people who have absolutely no experience in any classroom. However, many candidates we get have taught at the college level, or have previous substitute experience in other states, or have other experience working with children in the classroom in some manner - these people we want to get to work ASAP. Again, my recommendation is to leave both options open to the county. Sections 16.3.1, 21.2.3 Shouldn't these sections have the same wording? Appendix A Driver's Education and Elementary Education have + sign on them, but no reference to what that sign means, unless I have overlooked it.</p>		
12/13/99	Monroe County Tech. Center	<p>126-136-19 Vocational Permit - Section 19.2 Renewal of the Vocational Permits. Item B College/University Course Work. The main problem that we are having is that substitutes in our vocational school are not taking the "6" semester hours after the three year period, because they would have to quit their regular job to take the classes. I would suggest that we use the extra "3" years of work experience as a substitute for this "6" semester hours of college credits. It makes more sense.</p>		

Date	Individual/ Organization	Comments	Action/ Type	Rationale
12/13/99	Toni Bishop Sand Fork Elem.	<p>126-136-16 Substitute Permits for Teaching and Student Support Services - I am confused about the requirements here. I disagree with letting anybody who has a bachelor's degree take 18 hours, then teach/supervise children. I feel they need a teaching degree. I realize we may have a teacher shortage, but I don't think letting someone who has any degree teach is the solution.</p>		
12/13/99	Kim Cottrill Sand Fork Elem.	<p>126-136-16 Substitute Permits for Teaching and Student Support Services - I feel that short-term Substitute Permits should be utilized only in an emergency and Long-Term Substitute Permits should not be permitted at all. Teachers have had to do too much work to get where they are today, and there are still plenty of people willing to do the extra work to become a teacher. I feel this would have a very negative impact on the education system and take away from the respect of teachers in our schools. We live in a small county and this would result in people being able to come off the street and teach if they were friendly with the county superintendent and board members. Twelve clock hours of training would not be enough to get an idea of what goes on. Classroom management alone takes weeks.</p>		
12/13/99	Harold Hatfield Putnam County Board of Education	<p>126-136-4 Definitions - I recommend that the definitions of long-term and short-term substitutes retain the 30 day distinction because of the consistency it creates with current law. West Virginia Code §18A-4-7 stipulates that "any substitute teacher who teaches in excess of thirty days in the same position shall be paid the daily rate of the advanced salary, within that teacher's county". It seems that the assignment provisions should be consistent with their certificate. However, we are not always able to do so. Reducing the number of days from 30 to 10 will place a greater administrative burden on county boards of education and will significantly increase the number of waiver requests to the state superintendent.</p>		
12/13/99	Harold Hatfield Putnam County Board of Education	<p>126-136-9 Assignment of Professional Personnel - Substitute Waivers - If the 30 day limitation is reduced to 10 days, I recommend that the language be amended to allow the county superintendent, rather than the county board of education, to approve the waiver request. County boards of education do not necessarily meet frequently enough to approve these assignments prior to the tenth day in the same assignment.</p>		
		<p>126-136-16 Substitute Permits for Teaching and Student Support Services - The Putnam County Schools administration believes that teaching is a profession and, like any other profession, requires appropriate training for individual to be successful. In my opinion, the proposed revisions for Substitute Permits weaken the profession even more than the previous provisions. Fortunately we have been able to avoid using substitutes who are not trained educators. It appears to me that if the Board should not allow anyone with a bachelor's degree in anything to be deemed a "teacher".</p>		

Date	Individual/ Organization	Comments	Action/ Type	Rationale
12/13/99	Harold Hatfield Putnam County Board of Education	<p>Rather, the Board should seek incentives to attract certified educators, including legislation that provides benefits for substitute teachers that are similar to the benefits provided substitute service personnel. If the Board's expectation is that instruction does not occur when the regular teacher is absent, I would propose that county boards of education be allowed to utilize the services of supervisory aides. The use of these individuals would greatly decrease the cost for such services.</p>		
12/14/99	Sharon Hammer 510 Ashby Street Moorefield,	<p>General Comments - I am concerned that a \$15.00 for each permit will be too cumbersome for those individuals who must file for a permit every year (like special ed. teachers). Perhaps the teaching license could be \$25.00 with all permits staying at \$5.00.</p>		
12/14/99	Judy Hale WV Federation of Teachers	<p>126-136-16 Substitute Permits for Teaching and Student Support Services - The West Virginia Federation of Teachers has a great deal of concern with lowering the standards for becoming either a long-term or short-term substitute teacher. While we understand that we have a shortage of qualified personnel, attending a county's "summer camp" should not allow one to enter a classroom. Research tells us that the single most important factor in a child's learning is a quality teacher. Public education and teachers in particular are under scrutiny to improve learning in the classroom. These new demands on student learning put increasing demands on teachers to assure that all children are taught by qualified, competent and committed teachers. Lowering standards will make this impossible. At the very least we should allow parents whose children are in classrooms with non-certified substitute teachers to transfer their children to another classroom or public school with qualified teachers. At the very least, the state department should be required to inform parents if their children are taught by unqualified teachers. There are answers to this shortage. Substitute service personnel can avail themselves of PEIA. How unfair that substitute professional personnel are not afforded the same privilege. The State Department of Education would be better served to push the Legislature for benefits for substitutes than to lower the standards. In all fairness, how can the State Department of Education require more accountability from teachers, and at the same time lower standards for entering the profession? I urge you to look to other solutions: Increasing salary, better recruiting practices, providing health care benefits, determine why we don't have sufficient, qualified people entering the profession, providing better professional support for the substitutes we have, waiver of fees for renewal purposes for teachers who have allowed their certifications to lapse. If this policy is adopted, the State Department of Education should be prepared to take responsibility for the inevitable results: Unqualified teachers equal low achieving students</p>		

Date	Individual/ Organization	Comments	Action/ Type	Rationale
12/20/99	Cabell County Board of Education Personnel Dept.	126-136-4 Definitions - 4.3 Advanced Salary Classifications - How or where does the salary classification for the National Teachers Standards Board fit into the process?		
12/20/99	Cabell County Board of Education Personnel Dept.	126-136-16 Substitute Permits for Teaching and Student Support Services - 16.1.1 It is not logical to include individuals who have an educational degree (but only require certain specific state required tests) with individuals having non-educational AB degrees who want to substitute on a sub permit, by making them take the 18 clock hours of in service. They have already student taught and know more about teaching than non-educational degree individuals. Please address this issue.		

RESPONSE FORM

REC'D DEC 06 1999

Policy 5202-Minimum Requirements for the Licensure of Professional/Paraprofessional Personnel and Advanced Salary Classifications

Directions: Please use this form to comment on proposed amendments to Policy 5202

Individual/Organization:

*Lynnda J. Overbury, RJ, BSW, MS,
North Occupational Coordinator*

Address:

*Mon. Co. Tech. Ed. Ctr.,
1000 Mississippi Street
Morgantown, W.V. 26505*

§126-136-4 Definitions

4.26 Change the definition of a long-term substitute from one who serves more than 30 days in the same assignment to one who serves more than 10 days in the same assignment.

§126-136-6 Responsibilities in the Licensure Process

d. Completion of Renewal Credit - The educator ~~is encouraged~~ ^{must} to complete the College/University work for the renewal of the Professional Certificate ~~one year~~ ^{the} prior to the expiration date of the Certificate being renewed.

§126-136-7 Authorized Licenses, Specializations and Programmatic Levels

7.2.3. Vocational Certificate - The Vocational Certificate is equivalent to the Professional Certificate ~~for salary purposes~~ with the completion of a bachelor's ~~higher degree~~ ^{degree} from an approved College/University. Standards need to be raised ~~not lowered~~.

§126-136-8 Dating of Licenses, Additional Endorsements Advanced Degrees and Advanced Salary Classifications

§126-136-9 Assignment of Professional Personnel

9-10 Assignment of Short-Term Substitutes - A substitute who fills a position for 10 days or less (short-term) may substitute in a specialization not reflected on the license.

§126-136-10 Out-of-State Applicants

Minimum of a bachelor's degree from accredited school of nursing - needs to be added - Same as the other educators!

§126-136-13 Common Licensure Requirements

Please add - for a permanent, full-time, Registered nurse must have a Bachelor's degree in nursing. Raise the standard!

A minimum of a bachelor's degree through an accredited school of nursing, institution - College or university, required to teach CNA - certified nursing assistant, licensed practical nursing, surgical technology and medical assistant.

§126-136-14 Professional Teaching Certificate and Professional Service Certificate

15.1.4 Exception for a School Nurse - A School Nurse who is employed via Full-Time Permit ~~is~~ is required to have minimum of a

bachelor's degree for issuance of the original permit.

Evidence of a valid registered nurse license issued by the West

Virginia Board of Examiners is required plus a bachelor's degree in Nursing-

added!

§126-136-15 Full-Time Permits for Teaching and Student Support Services

§126-136-16 Substitute Permits for Teaching and Student Support Services

§126-136-17 Professional Administrative Certificate

§126-136-19 Vocational Permit

19.1. Exception. All medical programs taught by

Registered nurses - The requirement is a Bachelor's degree in nursing to teach and maintain a full-time Vocational Permit. Continue to require 3+ years of work experience to teach in the medical programs. Experience should be in bedside nursing as a Registered Nurse. One year of bedside nursing is not enough. Let RN's work five-to-six years as they work toward achieving a Bachelor's in nursing degree. This should be the minimum to teach LPN.

126CSR136

(Over)

b. For Health Occupations Specializations

A. Practical Nursing ^{with nursing} and License etc.

(a) Degree - Bachelor's nursing experience.

+ 3 years beyond nursing experience.

C. Medical Assistant - American Association

(a) Certification - Hold a valid American Association
of Medical Assistants (AAMA) Certificate or the

American Medical Technologists Association (AMT) and

Certificate, or a BSN Registered Nurse with 4 ~~000~~

clock hours of wage learning experience in a medical

office or out-patient clinic etc.

General Comments

9.3 Adult Programs - An educator working in a Program for adults who are seeking a high school diploma or work ready retraining must hold a valid license for a like assignment in a public school adolescent Education Program. Salary increase based on merit and working toward Bachelor's degree for every educator. Some in the system should not reward individuals teaching in a vocational setting who have no intention of completing a higher degree (a). This is especially true in the nursing profession. Reward those who remain current and return to school to receive higher degrees in their field.

RETURN COMMENTS BY SEPTEMBER 17, 1999 TO:

William J. Luff, Jr.
Associate Superintendent
West Virginia Department of Education
Building 6, Room 252
1900 Kanawha Boulevard, East
Charleston, WV 25305-0330
or e-mail responses to
mbowe@access.k12.wv.us

RESPONSE FORM

Policy 5202-Minimum Requirements for the Licensure of Professional/Paraprofessional Personnel and Advanced Salary Classifications

Directions: Please use this form to comment on proposed amendments to Policy 5202

Individual/Organization: Delores Ranson, Assistant Superintendent
Jackson County Schools

Address: P. O. Box 770
Ripley, WV 25271

See: 126-136-9: Assignment of Professional Personnel

§126-136-4 Definitions

§126-136-6 Responsibilities in the Licensure Process

§126-136-7 Authorized Licenses, Specializations and Programmatic Levels

§126-136-8 Dating of Licenses, Additional Endorsements Advanced Degrees and Advanced Salary Classifications

§126-136-9 Assignment of Professional Personnel Please consider:

Currently a short-term substitute can work up to 30 days in any teaching assignment. If the assignment is for more than 30 days, and we do not have a substitute certified in the specific area, we can request a waiver. If this section of 5202 is approved as written, it will be almost impossible to get a waiver request approved by the county board and, in turn, approved by the State Superintendent by the end of 10 days. That means we will have to put another short-term substitute in the classroom. This is not in the best interest of students. The current process takes a lot of careful monitoring to ensure compliance. The new revised policy will take more time...almost daily monitoring. There are several areas in which we have no certified substitute teachers, such as foreign language, BD, preschool, reading, technical education, etc. We have other areas where we have only

~~§126-136-10 Out-of-State Applicants~~ one or two substitutes such as art, business, chemistry, drivers education, home economics, etc. This revised policy could be a real problem for school systems. Please reconsider.

Also, note that by requesting many waivers (which I believe we will have to do), it might very well send a message to parents and the public in general that we do not have qualified teachers in the classroom. This could cause even greater problems.

§126-136-13 Common Licensure Requirements

§126-136-14 Professional Teaching Certificate and Professional Service Certificate

General Comments

We are having a difficult time finding certified speech and theatre teachers. It's difficult to get a teacher to go back to school to pick up another undergraduate degree. Could we use an alternate way to certify teachers in these areas. The same is true for school library. These are all undergraduate programs. Is there any way that, in these specific areas, that teachers who already hold a master's degree could get credit toward hours above their masters degree? Of course master programs would be a solution also, however that could not be addressed through 5202.

December 13, 1999

RETURN COMMENTS BY SEPTEMBER 17, 1999 TO:

William J. Luff, Jr.
Associate Superintendent
West Virginia Department of Education
Building 6, Room 252
1900 Kanawha Boulevard, East
Charleston, WV 25305-0330
or e-mail responses to
mbowe@access.k12.wv.us

RESPONSE FORM

Policy 5202-Minimum Requirements for the Licensure of
Professional/Paraprofessional Personnel and Advanced Salary Classifications

Individual/Organization: Barbara Brazeau
Putnam County Board of Education
9 Courthouse Drive
Winfield, WV 25213

§126-136-9.11 Assignment of Professional Personnel

9.11 In many cases, county board approval for a substitute who teaches beyond ten days in a specialization for which he/she is not certified will have to occur "ex post facto" because county boards do not always meet frequently enough to comply with the proposed time line.

§126-136-13.4 Licensure Fee

We would prefer that the increased fee become effective July 1, 2000 because educators who are eligible for conversion or permanent certification must wait until the middle of March to acquire their 133 days. Consequently, they can not apply prior to the proposed date for the increased fee.

§126-136-16 Substitute Permits for Teaching and Student Support Service

We do not anticipate employing substitute teachers who have not completed an educational preparation program. However, we do utilize individuals whose Professional Certificates have expired. It appears that the proposed 18 clock hours of training would be redundant for an individual who has already completed an approved West Virginia approved program. We suggest that you eliminate the 18 clock hours of training for an individual who has previously completed a teacher education program and may want to substitute in a different specialization or has allowed her/his Professional Certificate to expire. Requiring this training would place an unnecessary burden on county boards of education and make it more difficult to secure the services of substitute teachers who fall into either of these categories.

There are substitute teachers who are pursuing the completion of an approved teacher education program. Consequently, there should be an option for renewal of the Long-Term Substitute Permit which allows the individual to complete six semester hours of course work within an institution of higher education's approved program if the individual chooses to do so. This recommendation is consistent with the proposed language for Substitute Vocational Permits.

§126-136-21 Substitute Vocational Permit

It appears that the proposed 18 clock hours of training would be redundant for an individual who has already held a Vocational Certificate and may want to substitute in a different specialization or has allowed her/his certificate to expire. We suggest that you eliminate this training for anyone who falls into either of these categories.

Mona Bowe

From: Christeen Courtney <ccourtne@access.k12.wv.us>
To: 'mbowe@access.k12.wv.us'
Subject: Response to Policy 5202
Date: Monday, December 13, 1999 7:29 AM

Under 13.4 - Licensure and Related Fees - I have heard many complaints from teachers about this fee increase especially from new teachers (recent graduates). Those that are helping counties in special education by going on a permit and/or out-of-field authorization (they are not eligible for any reimbursement and their salary is lowest on the scale); ROTC instructors who must apply for a licensure each year (even though some branches of the armed services give them a permanent license or a three to five year license); and any professional educator who must teach one or two classes and become licensed in that area (to help to with their school staffing needs).

Mona Bowe

From: Katy Smith <katysmith@citynet.net>
To: 'mbowe@access.k12.wv.us'
Cc: 'katysmith@citynet.net'
Subject: 2nd Public Reading of Policy 5202---Minimum Requirements for the Licensure of Professional/Paraprofessional Personnel and Advanced Salary Classification
Date: Monday, December 13, 1999 6:57 AM

12/13/99

From Pratt Elementary School Faculty Senate
P. O. Box 278
Pratt, WV 25162

At the Dec. 10, 1999, Faculty Senate Meeting, the staff reviewed the document for the second public comment period of Policy 5202---Minimum Requirements for the Licensure of Professional/Paraprofessional Personnel and Advanced Salary Classification.

The consensus of the Pratt Elementary School Faculty Senate was to request that the wording in the section for the licensure of substitutes, Section 16.1.1, not be rewritten. As professionals in the field of education, we are requesting that the WVDE retain language that states that substitute teachers MUST HAVE a college degree in education, particularly in the content area, in which the individual would teach.

We strongly believe that it is imperative as professionals that we have people who are trained educators, with a degree in education as well as in the content area, in order to meet the needs of today's students.

If you have questions, please do not hesitate to call me at 304-595-3695

Sincerely,

Katy Smith
Faculty Senate President
Pratt Elementary School

Mona Bowe

From: Robert P Mason <rmason@access.k12.wv.us>
To: mbowe@access.k12.wv.us
Subject: Official Comments on Policy 5202 - Second Public Comment Period
Date: Monday, December 13, 1999 3:49 AM

Section 7.4.2

I believe that I have seen out-of-state certifications for Psychology, but I'm not sure . . . **Sections 9.9, 9.10, 9.11, 16.1.1, 16.2.1** Concerning the definition of short-term and long-term substitutes, changing the days from 30 to 10 is ok at the county level, but one problem it will cause will be a number of after-the-fact requests for waivers. Many, if not most, of the consecutive absences for more than 10 days comes from situations which are not planned. Therefore, it will be at or near 10 days when we know the absence will last longer than 10 days. However, few of these will reach 30 days. Many situations will arise when we may be required to submit a waiver, but it may take as much as 1-2 weeks before the next scheduled Board Agenda. Then it will of course take time to send this to the Department of Education for the waiver. We will be submitting many waiver requests for which the absent teacher will be back well before the waiver process is complete (which will, of course, result in a lot of wasted paperwork).

My recommendation is to leave the definition of short-term and long-term as they were - at 30 days, or at least compromise at 20 days. **Also, concerning 9.9**, it is unclear to me which substitute teachers would take priority. For example if we have two person on the substitute list - one who has obtained their substitute permit through holding a Bachelors degree and completing the 18 hour training, and who has an Art endorsement by virtue of having 12 hours of Art, and the other who is a certified Multi-Subjects K-8 teacher - who takes priority in placement for an elementary Art position as a substitute teacher? Second, what if the Multi-subjects teacher happens to have 15 hours of Art? Does the county have to apply for a Long Term Substitute Teacher permit in order for that person to substitute in the position? It actually seems though the policy is giving Bachelor's degree substitutes preference, because the regularly certified substitute teacher does not have endorsements on their certificate in any area in which they have 12 college hours of credit. **Sections 16.1.3, 16.2.1**

Please leave the option of having candidates go to the college of their choice for a sign-off. In our county, this has proven to be a painless and efficient way to obtain the substitute permit. We have had no major problems with this option, except with renewal after 3 years. Most of our Option IV substitutes choose not to return to college for 6 hours credit. This is where the new option of staff development training is really beneficial to us - we will get back approximately 10 people who have substituted previously under the old Option IV permit, but did not renew because of the 6 college credit requirement.

The problem we have with the new 18 clock hour training program is that we can practically only have several of these training sessions a year. It is possible that we could get a new candidate for a substitute permit every 2 weeks, at each regularly scheduled Board Meeting. The option of going to the college for a sign-off makes it possible to hire a new person in literally a matter of days - all it takes is an official transcript and receipt of the application form back from the college. Then we can submit the name for Board approval, and begin working with the person while the paperwork is completed at the State Department. It seems like the best of both worlds to allow both options; then counties can choose the route best for the individual and the county at the particular time of application. It would also depend on the person's background. For example, the training option would be better for people who have absolutely no experience in any classroom. However, many candidates we get have taught at the college level, or have previous substitute experience in other states, or have other experience working with children in the classroom in some manner - these people we want to get to work ASAP.

Again, my recommendation is to leave both options open to the county.

Sections 16.3.1, 21.2.3

Shouldn't these sections have the same wording? **Appendix A**
Driver's Education and Elementary Education have a + sign on them, but no reference to what that sign means, unless I have overlooked it.

submitted by
Superintendent
One Baker Place
26726

Comments
Robert P. Mason, Assistant
Mineral County Schools
Keyser, West Virginia

" ALSPONDA FOMM

§126-136-15 Full-Time Permits for Teaching and Student Support Services

§126-136-16 Substitute Permits for Teaching and Student Support Services

§126-136-17 Professional Administrative Certificate

Section 19.2 - Renewal of the Vocational Permits.

1. Tom B. - College Community Course work. The main problem is that substitutes in our vocational school are not taking the "6" summer hours after the three year period, because they would have to quit their regular job to take the classes. I would suggest that we use the "3" years of work experience as a substitute for the "6" summer hours of college credits. It makes a lot more sense.

§126-136-19 Vocational Permit

RESPONSE FORM

Policy 5202-Minimum Requirements for the Licensure of Professional/Paraprofessional Personnel and Advanced Salary Classifications

Directions: Please use this form to comment on proposed amendments to Policy 5202

Individual/Organization: Toni Bishop

Sand Fork Elementary

Address: P.O. Box 260

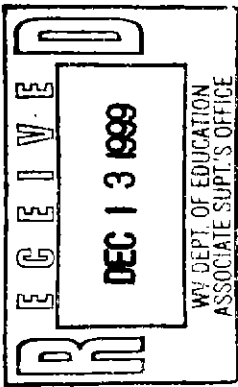
Sand Fork, WV 26430

(See 3rd page.)

§126-136-4 Definitions

§126-136-6 Responsibilities in the Licensure Process

§126-136-7 Authorized Licenses, Specializations and Programmatic Levels



§126-136-15 Full-Time Permits for Teaching and Student Support Services

§126-136-16 Substitute Permits for Teaching and Student Support Services

I am confused about the requirements here. I disagree with letting anybody who has a bachelor's degree take 18 hours, then teach/supervise children. I feel they need a teaching degree. I don't think we may have a teacher shortage, but I don't think letting someone who has any degree teach is the solution.

§126-136-17 Professional Administrative Certificate

§126-136-19 Vocational Permit

RESPONSE FORM

Policy 5202-Minimum Requirements for the Licensure of Professional/Paraprofessional Personnel and Advanced Salary Classifications

Directions: Please use this form to comment on proposed amendments to Policy 5202

Individual/Organization:

Kim Cottrill
Sand Fork Elementary

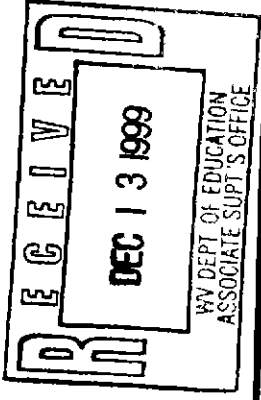
Address:

P.O. Box 265
Sand Fork, WV 26450
Gilmer County

§126-136-4 Definitions

§126-136-6 Responsibilities in the Licensure Process

§126-136-7 Authorized Licenses, Specializations and Programmatic Levels



§126-136-15 Full-Time Permits for Teaching and Student Support Services

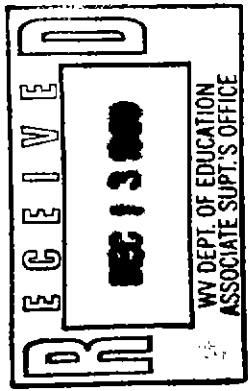
§126-136-16 Substitute Permits for Teaching and Student Support Services

[Faint, illegible handwritten text, possibly including names and dates]

§126-136-17 Professional Administrative Certificate

[Faint, illegible handwritten text, possibly including names and dates]

§126-136-19 Vocational Permit



RESPONSE FORM

Policy 5202-Minimum Requirements for the Licensure of Professional/Paraprofessional Personnel and Advanced Salary Classifications

Individual/Organization: Harold Hatfield
Putnam County Board of Education
9 Courthouse Drive
Winfield, WV 25213

§126-136-4.6 and 4.46

I recommend that the definitions of long-term and short-term substitutes retain the 30-day distinction because of the consistency it creates with current law. West Virginia Code §18A-4-7 stipulates that "any substitute teacher who teaches in excess of thirty days in the same position shall be paid the daily rate of the advanced salary, within that teacher's county". It seems that the assignment provisions should be consistent with the salary provisions. In addition, Putnam County always try to place teachers in substitute assignments consistent with their certificate. However, we are not always able to do so. Reducing the number of days from 30 to 10 will place a greater administrative burden on county boards of education and will significantly increase the number of waiver requests to the state superintendent.

§126-136-9.11 Substitute Waivers

If the 30 day limitation is reduced to 10 days, I recommend that the language be amended to allow the county superintendent, rather than the county board of education, to approve the waiver request. County boards of education do not necessarily meet frequently enough to approve these assignments prior to the tenth day in the same assignment.

§126-136-16 Substitute Permits for Teaching and Student Support Service

The Putnam County Schools administration believes that teaching is a profession and, like any other profession, requires appropriate training for the individual to be successful. In my opinion, the proposed revisions for Substitute Permits weaken the profession even more than the previous provisions. Fortunately we have been able to avoid using substitutes who are not trained educators. It appears to me that if the State Board of Education shares Putnam County's expectation that instruction will occur in the absence of the regular teacher, then the Board should not allow anyone with a bachelor's degree in anything to be deemed a "teacher". Rather, the Board should seek incentives to attract certified educators, including legislation that provides benefits for substitute teachers that are similar to the benefits provided substitute service personnel. If the Board's expectation is that instruction does not occur when the regular teacher is absent, I would propose that county boards of education be allowed to utilize the services of supervisory aides. The use of these individuals would greatly decrease the cost for such services.

RESPONSE FORM

Policy 5202-Minimum Requirements for the Licensure of
Professional/Paraprofessional Personnel and Advanced Salary Classifications

Directions: Please use this form to comment on proposed amendments to Policy 5202

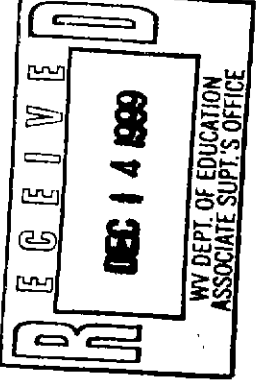
Individual/Organization: Sharonhammer

Address: 510 Ashby St.
Moorefield, WY 26836

§126-136-4 Definitions

§126-136-6 Responsibilities in the Licensure Process

§126-136-7 Authorized Licenses, Specializations and Programmatic Levels



General Comments

I am concerned that a \$15.00 per each permit will be too cumbersome for those individuals who must file for a permit every year (like specialized teachers). Perhaps the teaching license could be \$5.00, w/ all permits staying at \$5.00. SM

RETURN COMMENTS BY SEPTEMBER 17, 1999 TO:

William J. Luff, Jr.
Associate Superintendent
West Virginia Department of Education
Building 6, Room 252
1900 Kanawha Boulevard, East
Charleston, WV 25305-0330
or e-mail responses to
mbowe@access.k12.wv.us

RESPONSE FORM

Policy 5202-Minimum Requirements for the Licensure of Professional/Paraprofessional Personnel and Advanced Salary Classifications

Directions: Please use this form to comment on proposed amendments to Policy 5202

Individual/Organization: Judy Hale
West Virginia Federation of Teachers
1010 Lewis Street
Charleston, WV 25301

§126-136-16 Substitute Permits for Teaching and Student Support Services

The West Virginia Federation of Teachers has a great deal of concern with lowering the standards for becoming either a long-term or short-term substitute teacher. While we understand that we have a shortage of qualified personnel, attending a county's "summer camp" should not allow one to enter a classroom.

Research tells us that the single most important factor in a child's learning is a quality teacher. Public education and teachers in particular are under scrutiny to improve learning in the classroom. These new demands on student learning put increasing demands on teachers to assure that all children are taught by qualified, competent and committed teachers. Lowering standards will make this impossible. Setting high standards for entry into the profession will be undermined if those standards are abrogated in the face of teacher shortages. If we lower standards for substitutes, we are just one step away from lowering the standards for all professional personnel. At the very least we should allow parents whose children are in classrooms with non-certified substitute teachers to transfer their children to another classroom or public school with qualified teachers. At the very least, the state department should be required to inform parents if their children are taught by unqualified teachers.

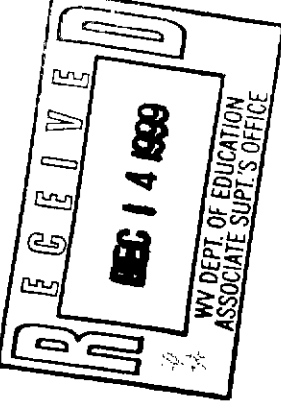
There are answers to this shortage. Substitute service personnel can avail themselves of PEIA. How unfair that substitute professional personnel are not afforded the same privilege. The State Department of Education would be better served to push the Legislature for benefits for substitutes than to lower the standards.

In all fairness, how can the State Department of Education require more accountability from teachers, and at the same time lower standards for entering the profession? I urge you to look to other solutions:

- Increasing salary
- Better recruiting practices
- Providing health care benefits
- Determine why we don't have sufficient, qualified people entering the profession
- Providing better professional support for the substitutes we have
- Waiver of fees for renewal purposes for teachers who have allowed their certifications to lapse.

If this policy is adopted, the State Department of Education should be prepared to take responsibility for the inevitable results:

Unqualified teachers equal low achieving students



RESPONSE FORM

Policy 5202-Minimum Requirements for the Licensure of Professional/Paraprofessional Personnel and Advanced Salary Classifications

Directions: Please use this form to comment on proposed amendments to Policy 5202

Individual/Organization:

Cabell County Board of Education
Personnel Department

Address:

P.O. Box 446
Huntington, WV 25709

§126-136-4 Definitions

4.3 ADVANCED SALARY CLASSIFICATIONS

How or where does the salary classification for the National Teachers Standards Board fit into the process?

§126-136-6 Responsibilities in the Licensure Process

§126-136-7 Authorized Licenses, Specializations and Programmatic Levels

§126-136-15 Full-Time Permits for Teaching and Student Support Services

§126-136-16 Substitute Permits for Teaching and Student Support Services

16.1.1.1

It is not logical to include individuals who have an educational degree (but only require certain specific state required tests) with individuals having non-educational AB degrees who want to substitute on a sub permit, by making them take the 18 clock hours of inservice. They have already student taught and know more about teaching than non-educational degree individuals. Please address this issue.

§126-136-17 Professional Administrative Certificate

§126-136-19 Vocational Permit

DEC 21 1999

TO: Dr. Henry R. Marockie
State Superintendent of Schools

FROM: John Marshall High School Faculty Senate *sh*

DATE: December 15, 1999

SUBJECT: Substitute Teacher Policy

At our October meeting, the John Marshall High School Faculty Senate went on record as officially opposing your proposed waiver of current substitute rules. While we realize that classes must be covered, we feel that this is a "knee-jerk" reaction that could cause major problems. Surely other options are available before we put noncertified people in our classrooms!

Current substitute policies have assured the quality and integrity of our public schools. However, this will not be the case if a new policy is implemented. We feel that you are putting the cart before the horse by letting county superintendents waive a current state policy, which will not be placed on review until February or March.

We find this waiver and proposed policy change highly offensive and a slap in the face to the highly dedicated, professional teachers of the northern panhandle and the rest of the state. Is an 18-hour orientation all it really takes to be an effective teacher? The students in our classrooms deserve to have fully certified teachers.

Please do not waive or change the current substitute teacher policy.

DM/sh