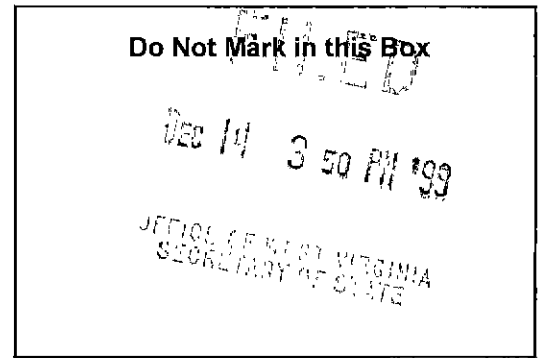


WEST VIRGINIA
SECRETARY OF STATE

KEN HECHLER

ADMINISTRATIVE LAW DIVISION

Form #2



NOTICE OF A COMMENT PERIOD ON A PROPOSED RULE

AGENCY: West Virginia Board of Education TITLE NUMBER: 126

RULE TYPE: Legislative; CITE AUTHORITY: W. Va. Constitution, Article XII, §2, W.Va. Code §18A-3-2a(4)

AMENDMENT TO AN EXISTING RULE: YES NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: _____

TITLE OF RULE BEING AMENDED: _____

IF NO, SERIES NUMBER OF NEW RULE BEING PROPOSED: 138

TITLE OF RULE BEING PROPOSED: Minimum Requirements for the Administrative Credential (5204)

IN LIEU OF A PUBLIC HEARING, A COMMENT PERIOD HAS BEEN ESTABLISHED DURING WHICH ANY INTERESTED PERSON MAY SEND COMMENTS CONCERNING THESE PROPOSED RULES. THIS COMMENT PERIOD WILL END ON February 2, 2000 AT 4:45 p.m.. ONLY WRITTEN COMMENTS WILL BE ACCEPTED AND ARE TO BE MAILED TO THE FOLLOWING ADDRESS:

Mr. William J. Luff, Jr.

Associate Superintendent

West Virginia Department of Education

1900 Kanawha Boulevard East, Bldg. 6, Room 252

Charleston, West Virginia 25305-0330

THE ISSUES TO BE HEARD WILL BE LIMITED TO THIS PROPOSED RULE.

William J. Luff, Jr.
Associate State Superintendent

ATTACH A **BRIEF** SUMMARY OF YOUR PROPOSAL

\$3.20

**TITLE 126
LEGISLATIVE RULES
BOARD OF EDUCATION**

SERIES 138

FILED
Dec 14 3 50 PM '99
OFFICE OF THE CLERK OF THE VIRGINIA
SECRETARY OF STATE

MINIMUM REQUIREMENTS FOR THE ADMINISTRATIVE CREDENTIAL (5204)

126-138-1. General.

1.1. Scope.-This policy establishes the minimum requirements for the issuance of the administrative credential.

1.2. Authority.-West Virginia Constitution, Article XII, Section 2, West Virginia Code §18A-3-2a(4)

1.3. Filing Date.-

1.4. Effective Date.-

126-138-2. Purpose.

2.1. The primary purpose of this policy is to outline minimum requirements for the initial issuance and renewal of the Administrative Credential.

126-138-3. Definitions.

3.1. 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.

3.2. Management Level Experience. - Work experience in which an individual's assignment in the organization is designated as a position of authority with responsibility for managing the relationships between and among people.

§126CSR138

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

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

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

126-138-4. Professional Equivalency.

4.1. The Administrative Credential is equivalent to the Professional Administrative Certificate.

126-138-5. Common Licensure Requirements.

5.1. 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 (WV Code §18A-3-2a).

5.2. Grade Point Average. - 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.

5.3. 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.

126-138-6. Initial Administrative Credential.

6.1. Validity Period. - The Administrative Credential shall be valid for three school years and shall expire on June 30 of the last year of its validity. An applicant whose Administrative Credential is effective on or after January 1 but before the close of the school year may be issued an Administrative Certificate valid for a maximum of three and one-half years.

§126CSR138

6.2. Conditions for Issuance. - An Administrative Credential may be issued to a person who has completed requirements to be approved by the state board as follows:

6.2.1. Master's Degree. - A master's degree from an institution of higher education accredited to offer a master's degree **AND**

6.2.2. Completion of Evaluation Training. - Successful completion of training in evaluation skills through the West Virginia Center for Professional Development or equivalent training in evaluation skills approved by the state board **AND**

6.2.3. Management Experience.- Three years of management level experience including, but not limited to, teaching experience **AND**

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

126-138-7. Renewal of the Administrative Credential.

7.1. Conditions for Issuance. - The holder of an Administrative Credential must submit evidence of satisfying the following:

7.1.1. School Leadership Skills Center. - Full participation in the school leadership skills center as approved by the state board **AND**

7.1.2. Recommendation of Superintendent. - Recommendation of the superintendent in the county in which the applicant last taught or resides.

126-138-8. Waivers and Appeals.

8.1. Waivers and Appeals. - Refer to the procedures outlined in 126-136-6 and 126-136-26.

FISCAL NOTE WORKSHEET

(Submit 4 Copies)

HD NO _____ DRAFT NO _____ BILL NO _____ RESOLUTION NO _____

SUBJECT Policy 5204: Minimum Requirements for the Administrative Credential FUND _____

SOURCE OF REVENUE: GENERAL FUND SPECIAL OTHER (SPECIFY) _____

COST OF ESTIMATE BASED ON: AN ORIGINAL ESTIMATE BUDGET BILL OTHER (SPECIFY) _____

INCOME ESTIMATE BASED ON: AN ORIGINAL ESTIMATE BUDGET BILL OTHER (SPECIFY) _____

SHOW OVER-ALL EFFECT IN ITEMS 1 AND 2 & GIVE EXPLANATION OF BREAKDOWN BY FISCAL YEAR INCLUDING LONG-RANGE EFFECT

EFFECT OF PROPOSAL	ANNUAL		FISCAL YEAR		
	INCREASE	DECREASE	CURRENT	NEXT	THEREAFTER
1. ESTIMATED TOTAL COST	\$	\$	\$	\$	\$
PERSONAL SERVICES CURRENT EXPENSES REPAIRS/ALTERATIONS EQUIPMENT OTHER	\$	\$	\$	\$	\$
2. ESTIMATED TOTAL REVENUES	\$	\$	\$	\$	\$

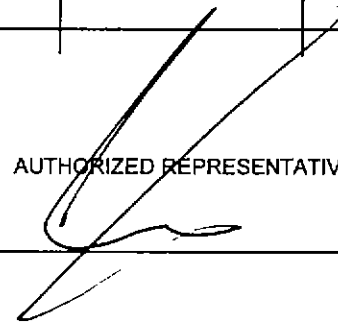
3. EXPLANATION OF ABOVE ESTIMATES (INCLUDING LONG-RANGE EFFECT):

There are no new costs anticipated.

DATE
December 8, 1999

AGENCY
Department of Education

AUTHORIZED REPRESENTATIVE



RESPONSE FORM

Policy 5204- Minimum Requirements for the Administrative Credential

Directions: Please use this form to comment on proposed amendments to Policy 5204

Individual/Organization:

Address:

126-138-3 Definitions

126-138-4 Professional Equivalency

126-138-5 Common Licensure Requirements

126-138-6 Initial Administrative Credential

126-138-7 Renewal of the Administrative Credential

126-138-8 Waivers and Appeals

General Comments

RETURN COMMENTS BY FEBRUARY 2, 2000 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

**POLICY 5204: MINIMUM REQUIREMENTS FOR
THE ADMINISTRATIVE CREDENTIAL**

EXECUTIVE SUMMARY

COMMENT PERIOD ENDS: FEBRUARY 2, 2000

Background: Policy 5204 has been designed to address the projected shortage of administrators in West Virginia public schools. The policy allows for the issuance of an administrative credential to candidates who meet the minimum requirements. The policy will allow qualified persons who have not completed traditional master's degree programs in educational administration to hold positions of leadership in public schools.