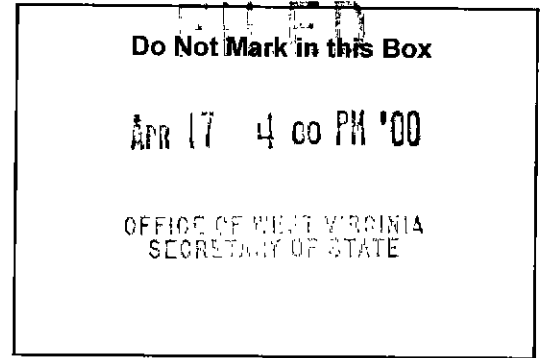


WEST VIRGINIA
SECRETARY OF STATE

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 May 19, 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.

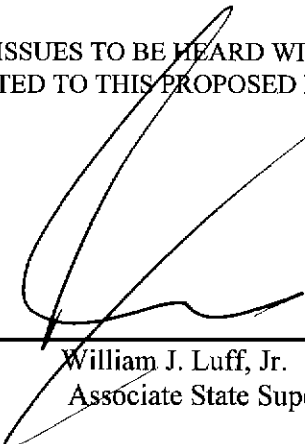
Associate Superintendent

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

4.40

POLICY 5204: MINIMUM REQUIREMENTS FOR THE ADMINISTRATIVE CREDENTIAL

EXECUTIVE SUMMARY

FIRST COMMENT PERIOD ENDED: 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.

Summary of Comments: The majority of the comments received reflected concerns with providing early training programs related to the components deemed necessary to assure quality administrators, the value of completing educational leadership courses before the credential is granted or for renewal, and the possibility of hiring individuals who lack the knowledge and skills to be effective school administrators.

Suggested Revisions:

- Issue a three-year Provisional Administrative Credential to applicants who meet the minimum requirements of a master's degree, a 2.5 overall grade point average, three years of management experience, completion of evaluation training, and the recommendation of a county superintendent.
- Renew the Provisional Administrative Credential only for individuals who are not employed as administrators or who become employed in administrative positions subsequent to January 1 of the second school year for which the Provisional Administrative Credential is issued with the continued recommendation of the county superintendent.
- Require candidates who obtain employment as principals with the Provisional Administrative Credential to complete a beginning principal program provided by the West Virginia Department of Education, the West Virginia Principals' Leadership Academy provided by the West Virginia Center for Professional Development, and six semester hours of course work within an approved educational leadership program with a 3.0 grade point average. Completion of these requirements allows such candidates to convert the three-year license to an Administrative Credential valid for five years.
- Require candidates who obtain employment as supervisors of instruction, superintendents or central-office based vocational administrators to complete a new superintendent program to include both an initial session and quarterly follow-up meetings and six semester hours of course work within an approved educational leadership program with a 3.0 grade point average. Completion of these requirements allows such candidates to convert the three-year license to an Administrative Credential valid for five years.

- Renew the Administrative Credential valid for five years with the county superintendent's recommendation and one of the following options: six semester hours of course work within an approved educational leadership program with a 3.0 grade point average, a master's plus thirty salary classification or higher, or age sixty.

FILED

APR 17 4 00 PM '00

**Title 126
Legislative Rules
Board of Education
Series 138**

Minimum Requirements for the Administrative Credential (5204)

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

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 State, 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.

3.3. 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 thirty 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.

3.34. 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.

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

3.56. 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. Issuance of the Provisional ~~Initial~~ Administrative Credential.

6.1. Validity Period.-The Administrative Credential shall be valid for no more than 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 3 ½ years.~~

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:

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

AND

b. 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

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

AND

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

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

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

~~a. Renewal Requirements.- Evidence of satisfying renewal requirements as developed by the state board AND~~

a. Verification of Lack of Employment in an Administrative Position.- The holder of a Provisional Administrative Credential meets one of the following criteria: 1) He/she is not employed in an administrative position covered by the license OR 2) He/she has been employed in such a position subsequent to January 1 of the second school year for which the Provisional Administrative Credential is valid

AND

b. Recommendation of Superintendent.-Recommendation of the county superintendent of 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.~~

126-138-8. Conversion of the Provisional Administrative Credential to the Administrative Credential Valid for Five Years.

8.1. Conditions for Conversion.- The holder of a Provisional Administrative Credential must submit evidence of satisfying the specific conditions for conversion for the specialization in which

employment is obtained:

a. School Principal or School-Based Vocational Administrator

A. Verification of Employment.- The holder of the Provisional Administrative Credential is employed in an administrative position covered by the license such as principal, assistant principal, or school-based vocational administrator prior to January 1 of the second school year for which the Provisional Administrative Credential is valid

AND

B. Beginning Principal Program.- Complete the Beginning Principal Mentor/Mentee Program provided by the West Virginia Department of Education

AND

C. West Virginia Principals' Leadership Academy.-Complete the West Virginia Principals' Leadership Academy provided by the West Virginia Center for Professional Development

AND

D. College University Course Work.-Complete six semester hours of course work within an approved educational leadership program. 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. The six semester hours may include no more than three semester hours of internship course work

AND

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

b. Supervisor of Instruction, Superintendent, or Central-Office-Based Vocational Administrator

A. Verification of Employment.-The holder of the Provisional Administrative Credential is employed in an administrative position covered by the license such as supervisor of instruction, superintendent, or central-office-based vocational administrator prior to January 1 of the second school year for which the Provisional Administrative Credential is valid

AND

B. New Superintendent Orientation.-Complete the New Superintendent Orientation Program provided by the West Virginia Department of Education to include both an

initial session and quarterly follow-up meetings

AND

C. College University Course Work.-Complete six semester hours of course work within an approved educational leadership program. 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. The six semester hours may include no more than three semester hours of internship course work

AND

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

126-138-9. Renewal of the Administrative Credential Valid for Five Years.

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

a. College University Course Work.-Complete six semester hours of course work within an approved educational leadership program. 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. The six semester hours may include no more than three semester hours of internship course work

OR

b. 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

c. Age Sixty.-Has reached 60 years of age and presents a photocopy of the birth certificate

AND

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

126-138-10. Waivers and Appeals.

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

FISCAL NOTE WORKSHEET

(Submit 4 Copies)

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) _____

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

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

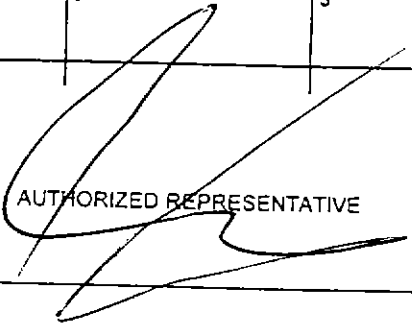
SHOW OVER-ALL EFFECT IN ITEMS 1 AND 2 & GIVE EXPLANATION OF BREAKDOWN BY FISCAL YEAR INCLUDING LONG-RANGE EFFECT

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

EXPLANATION OF ABOVE ESTIMATES (INCLUDING LONG-RANGE EFFECT):
 There are no new costs anticipated.

DATE: _____
 MONTH 29, 2000

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 Issuance of the Provisional Administrative Credential

126-138-7 Renewal of the Provisional Administrative Credential

126-138-8 Waivers and Appeals Conversion of the Provisional Administrative Credential to the Administrative Credential Valid for Five Years.

126-138-9 Waivers and Appeals

General Comments

RETURN COMMENTS BY MAY 19, 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