



Guidance from the Office of Certification & Professional Preparation

If you are a West Virginia educator with a valid Career and Technical Education Certificate, it is important to review WVBE Policy 5202 renewal criteria and the CTE Endorsements and Testing Manual in advance of the certificate's expiration. WVBE Policies may be found at <http://wvde.state.wv.us/policies/>.

Visit www.teachwv.com to access the manual and applications in the certification section. After reviewing this summarized information, submit Form V7R with all required supporting documents.

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To renew a Career and Technical Education Certificate, after January 1 of the year in which the license expires, applicants must submit evidence for one of the following options:

Option 1 - Qualifying Coursework

- » Complete six semester hours of appropriate college/university coursework reflecting a 3.0 GPA; OR
- » Successfully complete two WVDE eligible e-Learning courses related to the public school program; OR
- » Qualifying combination of three semester hours of coursework and one e-Learning course. All coursework 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.

Option 2 - Age

- » Reach age 60 and present a copy of a birth certificate or official government issued documentation.

Option 3 - Degree and Salary Classification

- » Hold a minimum of a Master's Degree and a minimum salary classification (professional or vocational) of MA +30.

All three renewal options require: 1. A valid industry credential, if applicable to the endorsement, as identified in the CTE Endorsements and Testing Manual **AND 2. An official recommendation** by the employing County Superintendent, Multi-County CTE Administrator, ODTP Superintendent, designee, most recent educational supervisor, or community leader (as detailed in WVBE Policy 5202).

Permanent Career and Technical Education Certificate

To acquire a Permanent Career and Technical Education Certificate, applicants must submit evidence for one of the following options:

- » **Option 1 (Two Renewals)** - Holds a valid Career and Technical Education Certificate for ten years and applies for a Permanent Certificate upon meeting criteria for renewing the Career and Technical Education Certificate a second time (beyond 10 years of validity).
- » **Option 2 (Master's Degree)** - Holds or is eligible for the Career and Technical Education Certificate, holds a Master's Degree that is related to the public school program and has completed five years of professional educational experience including two within the specialization(s) for which the permanent certificate is requested.

All permanent Career and Technical Education Certificate options require an official recommendation by the employing County Superintendent, Multi-County CTE Administrator, ODTP Superintendent, designee, most recent educational supervisor, or community leader (as detailed in WVBE Policy 5202).

