



West Virginia DEPARTMENT OF  
EDUCATION

# CERTIFIED LIST

Sponsored by:  
WVDE Office of School Finance

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## Specialized Health Care Procedures

- To be eligible, the employee must:
  - Be employed as a secretary or an aide (full or part-time)
    - "Aide" includes the following positions:
      - Aide
      - Paraprofessional
      - Autism mentor
      - Braille specialist
      - Sign support specialist
      - Educational sign language interpreter
      - Early childhood classroom assistant teacher
  - Have received the required training AND
  - Be rendering the services (at least in a backup role)



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## Scenario 1

- Susan is employed 0.50 FTE as an Aide III (Pay Grade C) and 0.50 FTE as an Accountant I (Pay Grade D).
- Susan has received the STH training and is the backup person when the other aide is out.
- Does Susan get the STH bump?
- If so, what is her pay grade?



Yes. She gets the pay grade bump on both positions.

Aide III is pay grade C, accountant I is pay grade D. She gets one pay grade higher than the highest, so she is paid for 1.0 FTE at pay grade E.

## Scenario 2

- Mackenzie is multi-classified as LPN/aide.
- Mackenzie has received the STH training and is the person assigned to distribute meds.
- Does Mackenzie get the STH bump?



No. LPNs are hired for this purpose so they do not get the pay grade bump for specialized healthcare.

## National Teacher Mentor at a Persistently Low Performing School

- Report all classroom teachers who meet all of the following criteria:
  - Holds a valid certificate issued by NBPTS
  - Employed to teach at a school designated by WVDE as a persistently low performing school
  - Is assigned as part of their regular employment to serve in a mentoring capacity for other teachers at the school
    - Must have completed a mentor training course through WVCPD
    - Employer must verify that the training course was completed and is still current
- Reporting in certified list:
  - National certification code of "7," or
  - "Z" addendum codes of ZNBPTS and ZNBMN



According to WVC 18A-4-2c, these personnel are entitled to an additional supplement of \$2,000 per year. Once a national board certified teacher becomes eligible for the additional payment, the teacher remains eligible for 5 consecutive years of employment at the same school and in the same assignment, regardless of a subsequent change in the designation of the school as a persistently low performing school.

The teacher may become eligible again at the same school if it continues to be persistently low performing or at a different persistently low performing school, but no sooner than five years from the beginning of a previous eligibility.

If the teacher's NBPTS certificate is no longer valid, they would no longer be entitled to the additional \$2,000 supplement.

## Scenario 3

- Jennifer teaches at a school that is designated by WVDE as a persistently low performing school.
- Jennifer holds a current NBPTS certificate.
- Jennifer was scheduled to complete mentor training through the WV Center for Professional Development, but was not able to attend the training. As of October 1, 2017, Jennifer had not completed mentor training.
- What certification code is reported for Jennifer on the 2017-18 certified list?



Report her with a national certification code of “1” or a “Z” addendum code of ZNBPTS. Since she did not attend the mentor training course held by WVCPD, Jennifer is not eligible to receive the additional \$2,000 salary supplement for being a NBPTS Mentor at a persistently low performing school. Jennifer also could not be assigned mentoring duties if she had not completed the required 2 day training.

If she had completed the training by October 1, 2017, she would be listed with either a national certification code of “7” or “Z” addendum codes of ZNBPTS and ZNBMEN.

## Missing Data

- If any data is missing, an edit message will appear.
- All missing data must be corrected prior to FINAL submission in October.
- Providing an explanation is NOT sufficient for missing data, instead, the data must be completed.
  - Retirement code is missing - entry required for all employees.
  - Certification code is missing – entry required for all funding source 1 employees.
- WOW won't let you submit until fixed.



Retirement code required even if employee is not a member of retirement system (enter 0).

Certification code should be entered if certificate is pending as of October 1. Leave this field blank ONLY if the employee does not have a valid or pending certificate for the position assigned. In this case, the funding source must not be funding source 1. You will most likely have to request an override from the Office of School Finance to submit your certified list because a missing certification code is considered a critical error.



## Position Code

- Report employees in the position code that matches the job they are performing.
- Report the individual based on the duties they actually perform even if they hold certification for another position.
- Split code employees as necessary if performing multiple jobs.
- Be sure to list all Sign Support Specialists as 518 instead of 527. Position 527 is now Braille Specialist only.

## Scenario 4

- Bill is certified as a high school teacher and also an administrator.
- Last year, Bill taught high school and was funded through state aid but this year he is serving as the Child Nutrition Director.
- In what position code should Bill be listed?
- Is the position state aid eligible?



109 (Child Nutrition Director), this is **NOT** state aid eligible.

## Scenario 5

- Savannah is working as an Option Pathways Teacher at a vocational school.
- She has her initial teaching certificate.
- She is being paid through state aid funding.
- In what position code should Savannah be listed?



214 – Classroom Teacher High School.

What if Savannah only had her Adult Permit (certificate 85)? In that case, she does not have the proper license for position code 214. While she should still be listed as position code 214, she must be changed to a funding source 4 since she does not meet the qualifications to be eligible for state aid funding.

## Scenario 6

- Olivia is a classroom teacher working with 4 year old students.
- The majority of the students in the classroom are special needs students and Olivia's salary is paid through IDEA funds.
- In what position code should Olivia be reported?



Olivia should be reported in position code 210 – Pre-Kindergarten Classroom teacher. She should not be reported in position code 215 – Special Education Classroom Teacher.

## Certification Matches Position Code

- For employees with multiple certificates, make sure the certificate reported on the certified list corresponds with the position code.
- For example, if the individual is listed in an administrative position code, be sure to list an administrative certificate even if the employee holds a valid teaching certificate.
- Otherwise, the individual will not be eligible for state aid funding.

## Scenario 7

- Dave is certified as a high school teacher and also an administrator.
- This year he is serving as the Director of Secondary Instruction and is listed in position 106.
- What certification code should be listed for Dave?



The administrative certificate, 01, for example.

## Pending Certification

- A certificate may be considered pending and reported on the certified list ONLY IF:
  - The completed application has been submitted to and received by WVDE by October 1<sup>st</sup>.
- If so, report the certificate for which the individual has applied (do this also for salary upgrades).
- DO NOT leave the certificate code field blank, or this will appear as a critical error, and the individual will appear to be ineligible for state aid funding.
- If the individual does not have a valid certificate or a certificate pending, report the employee in the proper position code with funding source 4 – County.

## Scenario 8

- Brandy is an elementary teacher right out of college.
- She has applied for a teacher certificate with WVDE well before the second month deadline.
- Her certificate has not been received yet so you listed her as position 212 and left the CERT CODE field blank.
- An edit message tells you that she doesn't have a valid certificate or is not on file with the certification office.
- Can you correct this by submitting a comment explaining that the certificate is pending?



NO. A comment is not enough. The certificate **MUST** be entered. Use the code you expect to receive when the application is processed.

This is a critical error that will stop submission of the certified list to WVDE.



## Years of Experience - Professionals

- Years of experience included for state aid funding can only be years in the teaching profession.
- Manually edit the records of employees who have been granted additional years of experience for pay purposes.
  - Vocational teachers
  - Administrators

## Scenario 9

- Charlie is an auto mechanic who has recently begun teaching in the county school system in a state aid funded position.
- Charlie has 15 years experience as an auto mechanic but only 1 year as a teacher.
- Charlie is paid on the county pay scale at the level of 15 years experience.
- How many years of experience should be listed for Charlie on the certified list?



1 – years of experience for state aid funding purposes can only be years of actual teaching experience regardless of how many years the county recognizes for the employee's pay scale.

## RESA Employees

- The funding source for each RESA employee must be the funding source from which that individual's salary is paid.
  - Federal
  - State
- Do not list any RESA employee with a Funding Source 4 – county.
- Funding source 6 (RESA Basic State Aid) was eliminated for 2017-18 due to the passage of H.B. 2711.

## Scenario 10

- Melanie is an audiologist working for a RESA.
- The county boards of education served by the RESA are billed for the utilization of Melanie's services and that billing pays for Melanie's salary.
- What funding source should be reported for Melanie?



8 – Other sources

## Educational Level

- This field will indicate the employee's highest degree level attained.
- The bonus pay for degrees earned will be calculated using this field.
- The system will look at the degree code in the employee education record or the addenda record.

## Educational Bonus

- The number of college hours earned are reported in this field.
  - 12 hours through 120 college hours or comparable training in a trade or vocational school
  - Additional college hours beyond a Bachelor's or a Master's degree
- May be reported through a "Z" addenda or by manually entering the appropriate code on the Certified List of Personnel maintenance screen.

## Scenario 11

- Carla is a service personnel with 2 associate's degrees.
- Between the 2 degrees, Carla has 120 total college hours.
- What code do you use for Educational Level?
- What code do you use for Educational Bonus?



Ed Level = AS

Ed Bonus = 10 (WVEIS Code or 120 Z-addenda code)

Carla unfortunately will only get the \$40 bonus one time for the associate degree – the second associate degree does not qualify her for an additional degree level bonus, but it does allow her to have the additional pay for the extra hours.

## Scenario 12

- Paul is a service personnel with a bachelor degree and an associate degree.
- Between the 2 degrees, Paul has 150 total college hours.
- What code do you use for Educational Level?
- What code do you use for Educational Bonus?



Educational Level = BAA

Educational Bonus = BA15 (z-addenda code)



## Total Contracted Salary

- Be sure to include all salary paid to the individual directly relating to the position code reported.
  - Include regular contracted salary, stipend as a band director and stipend for department chair.
  - DO NOT include coaching supplements, supplemental pay for summer school, overtime (extra pay for extra duties).
- If the person is listed more than once, be sure the salary listed for each entry corresponds to the FTE in that listing.
- If you have a full-time secondary CTE instructor who is paid a stipend for teaching an adult class in the evening, DO NOT include the adult stipend on the certified list.



If you were to include the adult stipend and split code the teacher between 217 and 219, it would apportion the FTE between the two position codes. That wouldn't be appropriate since the teacher is truly one FTE as a 217.

## Executive Secretary

- By definition, an executive secretary must be at the central office location.
- Do not report secretaries assigned to other locations as executive secretaries.

## Vacant Positions

- Do not list vacant positions on the certified list.
- List the substitute that is filling the position if the position is to be posted and filled later.
- List the average PEIA premium amount per the instructions.



If no substitute fills the position on October 1<sup>st</sup>, you cannot include the position on the Certified List.

## Personnel Reported in More Than One County

- For personnel employed in more than one county as of October 1<sup>st</sup>, the gaining county is to report the individual. The losing county is to report a substitute (assuming a substitute filled the vacant position on October 1<sup>st</sup>.)
- If two counties both employ a service person full time, only one county can claim the employee as a funding source 1 on the certified list. The other county must list the employee as a funding source 4. The two counties must work together to determine how the employee will be reported on the certified list.

## Pay Code Does Not Match Position Code (for Service Personnel)

- The pay code listed for service personnel positions should correspond to the pay code established for that position in WV Code. Exceptions include only pay codes for the Specialized Health Care Training, Supervisory Duties, and Multi-Classified employees.
  - List the pay code of the highest position in both positions if the person is multi-classified.
- This exception will appear if STH or SUP has been flagged, but you forgot to increase the pay grade of the employee accordingly.

## Scenario 13

- Sherri is an Aide III with supervisory duties.
- She is listed in position 503 at pay grade C with a “Y” in SUPV.
- The edit listing shows “PAY GRADE DOES NOT MATCH POSITION CODE” for her.
- What might be wrong?



Aide III is pay grade C

Supv gives one pay grade bump up to D

You must show her in position 503 with a pay grade of D – and flag supv as Y. The computer won't add a pay grade bump to the C that corresponds with the position code – you must do that yourself.

## PEIA Premium Reported Incorrectly

- Annual Employer Premium to be reported on certified list:
  - Include premiums for individuals who have health and life and those who have basic life only.
  - DO NOT include the admin. fee when reporting the employer premium.
  - If properly set-up, the premium should come over automatically from payroll deductions.
  - Premiums reported on certified list should match one of the premium amounts in the instructions.

## ERRORS must be corrected for final submission

- All exceptions that are CRITICAL ERRORS appearing on the edit listing MUST be corrected by the date of the final submission. Critical errors appear with a red dot in WOW.
- If the edit message still appears on the edit listing, then it hasn't been corrected.
- Do not simply provide an explanation if the exception is a CRITICAL ERROR.
- If the exception is only a warning (example: pending certification or denial of PEIA coverage), simply provide an explanation in the comment field. Warnings appear with a yellow dot in WOW.
  - Please ensure that the comment you have provided reasonably explains the situation.
  - Make sure you have selected the appropriate comment in the WOW dropdown menu.
- **WOW will not allow you to submit if there are any unresolved critical errors OR if there are warnings without a corresponding comment.**



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## Manual Override of CRITICAL ERRORS by Office of School Finance

If you feel that you are receiving a critical error message by mistake, you must contact the Office of School Finance immediately. We will make a determination as to whether there is a true error or if we need to manually override the message in WOW.



Please be sure to contact OSF before submitting an override request. Last year was the third year for this process and there was still some confusion. We received several override requests for situations where a county should have simply been adding a comment to a warning or where a true error still existed and additional corrections were required.

***QUESTIONS?***



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