Office of Certification and Professional Preparation (CAPP)

West Virginia Department of Education (WVDE)
Bridgeport, WV
July 27, 2017

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Today's Agenda

- Policy 5202 Information
- Online Certification System Update
- Expiring Certification Notification
- Form 8C Updates
- Backgrounds/Fingerprints
- Legal
- Alternative Certification
- Teacher in Residence
- ECCAT
- Advanced Salary, Tuition Reimbursements and Salary Supplements
- Question and Answer Session

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Policy 5202

- WVBE Policy 5202 is currently out on comment. Please visit http://wvde.state.wv.us/policies to review the changes in policy and to view the Executive Summary with the proposed changes and additions.

On-Line Certification Portal

- Current electronic applications:
  - Coach Renewal
  - Initial Teaching
  - Teacher and Student Support Renewals
  - Administrative Renewals
  - Initial Coaching
- Upcoming electronic applications to be announced by the end of the year:
  - Initial Student Support
  - Initial Administrative
  - Additional Endorsements

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On-Line Certification Portal

- https://wveis.k12.wv.us/certportal/index.cfm

- Please advise your applicants to pay through the online portal for all electronic applications
  - Payment is now the last step before submission to the WVDE after county approval.
- Payments made incorrectly (via the old system) cannot be utilized for electronic applications and will delay submission to the WVDE for processing.
- Please advise your applicants to open up the User Guides and follow the instructions as many questions can be answered by using the User Guides.

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Renewal/Permanent Certificates

1. When an applicant holding a **three-year certificate** is applying for a permanent certificate they must meet one of the first six options under Part 2 of Form 4 in addition to Option 7 or 8 under Part 2.

2. If an applicant is applying for a permanent certificate based upon **renewal of two five-year certificates and no Master's Degree**, they must submit six hours of coursework with the application for permanent.

3. Official seal bearing transcripts must be submitted in a sealed, unopened envelope to either the county or WVDE **OR** E-Scripts sent to chaymaker@k12.wv.us.

4. We cannot accept certificates of completion.

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Administrative Certification Initial/Renewal

- Form 19 and Form 19A will be used for **<u>initial administrative licensure only.</u>**

- All requests for renewal or permanent licensure will use the online renewal system.

Expiring Certifications

As a courtesy, an email with expiring certifications is sent out monthly. These are automatically generated by the system.

- ALL expiring certificates are noted, even if the applicant has already renewed because the old certificate is still expiring.

- We are unable to remove these from the list.

- Please verify with your records and process accordingly.

Form 8C

- The educator must complete the required program at an accredited college/university in addition to taking the PRAXIS Exam for the following endorsement areas:
  - Reading Specialist
  - Reading Endorsement
  - Autism
  - Visually Impaired
  - Deaf and Hard of Hearing
  - Administration
  - Agriculture

Background/Fingerprints

- Only State (not FBI) background checks completed for individuals with a pending application for **<u>initial</u>** certification may be shared with the county if within 90 days

- As per State Police and federal regulations, backgrounds received by OEEL where the applicant is not applying for **<u>initial</u>** licensure/permit/authorization may **not** be released from our office

- If fingerprints are rejected by MorphoTrust, there is no fee for reprints.

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Background/Fingerprints

- If a background is conducted for county purposes or for service personnel, applicants must indicate the county as the recipient and only pay *$32.50 when registering

- Background checks conducted erroneously must be completed again and will require additional payment

- Service personnel (excluding bus drivers) background checks cannot be shared with counties

*As of 1/24/17

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New Disclosures

All applicants who answer yes on any question (on Part 2 of the Applicant Information Sheet or on the "Add Disclosure" section for electronic applications) must add each incident when she/he applies. Each disclosure must include the following:

1. Date – month and year of the incident
2. Title – incident disclosed i.e. DUI, Trespassing, Suspension, Letter of Reprimand, etc.
3. Narrative – written by the applicant and details his/her conduct which led to the licensure/personnel/criminal action.
4. Personnel Documentation – if disclosing a personnel related matter
5. Court Documentation – documentation that is provided by the appropriate magistrate/circuit/district/federal court.
6. Repeat this process for each disclosure.
   a. Ex. an applicant arrested on three (3) different dates will add three (3) disclosures; an applicant arrested one (1) time and charged w/two (2) offenses will make one disclosure, naming each offense in the title.

*All incidents must be disclosed regardless of age, outcome, or expungement.

Previous Disclosures

All applicants who have previously disclosed (on Part 2 of the Applicant Information Sheet or on the "Add Disclosure" section for electronic applications) must add each incident when she/he applies. Each disclosure must include the following:

1. Date – month and year of the incident
2. Title – incident disclosed i.e. DUI, Trespassing, Suspension, Letter of Reprimand, etc.
3. Narrative – If previously disclosed, a sentence stating so.
4. Applicant should check the box indicating that the incident was previously disclosed and reviewed.
5. Applicant must click the "Add Disclosure" button on electronic apps.
6. Repeat this process for each disclosure (if needed).
   a. Ex. an applicant arrested on three (3) different dates will add three (3) disclosures; an applicant arrested one (1) time and charged w/two (2) offenses will make one disclosure, naming each offense in the title.

*All incidents must be disclosed regardless of age, outcome, or expungement.

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Send Backs

- Certification Officers should check regularly for pending electronic applications with send backs.

    - Some information may require review and approval by the county prior to submission to CAPP.

- All legal questions should be directed to Emily Curry.

    - Emily.curry@k12.wv.us

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Alternative Certification (AC)

Alternative certification may be used for areas of critical need and shortage. Critical need and shortage is when no certified applicant has applied after a minimum of two postings in accordance with §18A-3-1a.

Current Status of AC Programs:

- 52 of 57 school districts now have WVBE approved AC program(s)
- 42 individuals have received alternative teaching certificates for the 2016-2017 school year as of June 30, 2017
- The list of WVBE approved AC programs for general education and special education may be found at http://wvde.state.wv.us/teachwv/alternative-certification.html

Alternative Certification Reminders

- School district leaders and the Professional Support Team should become familiar with their WVBE approved AC program(s)

- School districts may only request endorsements identified in their WVBE approved AC program(s) on applications for the alternative teaching certificate

- Eligibility requirements for the alternative teaching certificate are summarized in an FAQ document at http://wvde.state.wv.us/teachwv/alternative-certification.html

Reminders for AC Programs

General Education

- Praxis Core Academic Skills for Educators – Passing scores or qualifying exemption *in advance*
- Praxis Content - Passing score(s) *in advance*
- Praxis Principles of Learning and Teaching – Passing score *upon completion*

Special Education

- Praxis Core Academic Skills for Educators – Passing scores or qualifying exemption *in advance*
- Praxis Content - Passing score(s) *upon completion*
  - AC programs prepare participants to pass required content exam(s) for the endorsement sought
- Praxis Principles of Learning and Teaching – Passing score *upon completion*

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District Responsibilities for AC

- School districts are the program providers and recommend successful AC program completers for licensure
    - Requires Principal signature

- AC Programs should align with policy. Changes to policy may affect approved AC programs.

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Consideration for AC Special Education Program of Study

- Districts must provide content preparation for the specific special education endorsement being sought, <u>but the additional requirement for core (subject matter) content is no longer required.</u>

Describing the Program of Study for each Special Education Endorsement on District AC Approved Program

- Approved special education AC programs are required to submit detailed information about training and/or coursework to OEEL addressing content designed to assist participants in passing the required special education content exam(s)

AC Employment Reminders

- The position must meet minimum posting requirements as per §18A-3-1a before AC may be used.
  - This includes transitions from permit to AC

- If an AC candidate is released due to a reduction in force, the Alternative Teaching Certificate may be renewed only if the candidate is hired in a timely manner and within a critical area of need and shortage that is for the same endorsement and programmatic levels

Additional Resources

- State Code §18A-3-1 and WVBE Policy 5901
- WVBE Policy 5202 (§126-136-15)
- The alternative certification FAQ document at http://wvde.state.wv.us/certification/
- Alternative certification technical assistance and implementation webinars at http://wvde.state.wv.us/certification/resources.html

AC Contacts

- Linda Bragg – Program Review – lnbragg@k12.wv.us
- Robert Mellace – Implementation – rmellace@k12.wv.us
- Kelly Mordecki - Implementation - kmordecki@k12.wv.us

Teacher–in-Residence (TIR)

- Eligible teachers-in-residence complete their clinical placement as the teacher-of-record in a position of the same content as the endorsement they are seeking.

- A TIR can be placed where no fully certified teacher has applied for the position. The TIR is qualified to serve without another teacher in the classroom.

- The TIR must be paid a stipend no less than 65% of all state aid funding. Salary and benefit costs for the TIR position shall be only used for program support and to pay the stipend.

Teacher–in-Residence (TIR)

- Districts and EPPs must provide extensive support and mentoring to the TIR.

- The is not required to stay in the position once the placement has concluded. Because the clinical placement was the only requirement left for the TIR, once completed, he/she is eligible for an initial professional teaching certificate.

Teacher–in-Residence (TIR)

- A TIR placement requires a WVBE-approved TIR Program that is a partnership agreement between a school district and an educator preparation provider (EPP) within an institution of higher education.

- Requires that a TIR permit be issued by the Office of Educator Effectiveness & Licensure (Form 3) before TIR placement

- To be eligible for a TIR permit, a TIR must have completed all required coursework at least a 3.0 GPA, have passed all required assessments (or qualify for an exemption) and have presented a clear background check.

ECCAT Waiver

- The new ECCAT provision allows those employed in the school system to obtain permanent ECCAT certification without being employed full time in an early childhood classroom.

  - Applicant must have a passing score on the state competency exam or have previously held a professional teaching certificate.

  - Individuals under this option are not eligible for a **temporary credential**

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Advanced Salary

- Advanced salary / advanced degree requirements are listed in Policy 5202, §126-136-22.

- Please be sure to upload both the front *and the back* of all transcripts submitted for a Form 12 advanced salary application.

Advanced Salary

- Advanced degrees must be listed on an official transcript as having been awarded.

- All coursework being submitted for an advanced salary level should be listed on the Form 12 application page.

Tuition Reimbursement

- State tuition reimbursement requirements are listed in Policy 5202, §126-136-23.

- For the *shortage area option*, the county must verify on the Form 36 application that the educator holds a valid WV professional teaching, student support, or administrative Certificate or equivalent, or First Class Permit for full-time employment, and is seeking an additional endorsement in a shortage area as required under WV Code §18A-3-3a.

- Applicants seeking an initial endorsement are ineligible for state tuition reimbursement.

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Salary Supplement for Student Support Professionals

- Salary supplement and also fee reimbursement requirements for *student support* professionals are listed in Policy 5202, §126-136-24.

- Please be reminded that, unlike the salary supplement and fee reimbursement allowance for teachers, the Form 43 *initial* salary supplement applications and the Form 33 fee reimbursement applications for *student support* professionals are accepted only from January 1 through September 15, and then are *batch-processed at the end of the year.*

- The Form 44 student support salary supplement *renewal* application, however, can be submitted at any time during the year.

One Note Notebook

- The One Note Notebook for Certification Officers and Coordinators is active and available for use. If your Certification Officer is new and does not have access, please contact the Office of Certification and Professional Preparation to have it shared with them.

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This presentation will be posted in the resources section of our website.

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