


West Virginia DEPARTMENT OF  
**EDUCATION**

Office of Certification  
Updates

Brad Fittro  
Robert Hagerman

*August 1, 2019*

Welcome from Executive Director  
Dr. Robert Hagerman



West Virginia DEPARTMENT OF  
**EDUCATION**

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## Office of Certification Staff

Dr. Robert Hagerman, Executive Director

### Associate Staff

Mona Bowe  
Sherri Hudnall  
Cheryl Nichols

### Coordinators

Emily Curry  
Brad Fittro  
Scottie Ford  
Christina Haymaker  
Julie Morris

## Today's Agenda

- Office of Certification Staffing Updates
- West Virginia Board of Education (WVBE) Policy Updates
- Application Form Updates

## Technical Assistance

Webinars

Presentations

Individualized assistance

## Distribution Lists/Listserv

Reports/emails you receive

Please provide contact update for appropriate staff

How to be added to a list?

## CertCheck

All county office personnel dealing with processing of certification or needing access to individual's certification need to have access to CertCheck.

Many reports available

If you do not have access, you need to complete the Certification Status Lookup Log-On Request by clicking on the following link:

<https://wveis.k12.wv.us/certcheck/login.cfm>

## Fingerprint/Background

- The Form 7 can be used to by a county school system to receive the results of a State Background Check as long as it has been within 90 days of the date the fingerprints were taken.
- Please do not submit a Form 7 if an application is not on file in our office. The Form 7 can be uploaded in the CertPortal as you approve the application or if an application has been approved/uploaded and then the Form 7 is received, then you may use the WVEIS Upload Portal.
- Please do not send any information/forms pertaining to bus drivers to our office. Sherry Sadler in the Office of Transportation will assist you in that matter.

## WVBE Policy 5202 Brad Fittro

- Policy 5202 became effective on April 15, 2019

## Application Form Updates

## Form 1/1A

- The only institution in West Virginia that can sign a First-Class/Full-Time Permit now is Marshall University.
- If a county needs to put someone on a First-Class/Full-Time Permit for Autism and the individual currently has their multi-cat or other Special Education endorsement, a waiver and waiver request form is needed. On the waiver request indicate the individual is taking the six hours at a college/university without a full program, but the applicant understands that by the next school year they must be fully certified.



## Form 4 Renewal On-Line Application

- Please review the applications and ensure that the correct option for the type of licensure the applicant selected is correct.
  - If you discover the applicant is eligible for a Conversion to a Five-Year or a Permanent Certificate, please REJECT/DENY the application so the applicant can make a new one selecting the correct option. Please do not use SEND BACK.
  - If the applicant is submitting an initial Five-Year Conversion or for a Permanent Certificate, please make sure the experience is listed and verified for all educational experience your county is giving the applicant credit. As a county approver, you can enter and approve the experience without the applicant entering the information. The applicant cannot go back and enter that information after they click SUBMIT.



## Form 8

- A signature is not required when an individual is completing the two courses of Autism. We only need the Form 8, the transcripts, the Applicant Information Page, and a \$35.00 on-line processing fee payment.
- Driver's Education additional endorsement must have the Driving Record from the DMV, the valid Driver's License, and the official seal-bearing transcripts along with a college signature on the Form 8.

## Certification Notebook (OneNote)

- The Certification OneNote Notebook is continuously updated to assist you in the certification process.
- If you do not have access to the OneNote, please notify Brad Fittro at [bfittro@k12.wv.us](mailto:bfittro@k12.wv.us) and request access.

## Administrative Certificates

- **Professional Provisional Administrative Licensure**

- This certificate is a **professional certificate**:
  - Valid for five (5) years and can be renewed multiple times
  - Can be used for reciprocity
  - Can be used for employment and should be viewed as such
  - Upon employment as an administrator, candidates may complete observations on professional faculty and staff but may not complete end of the year evaluations until they have completed the in-person ELI and applied for and obtained the Initial Administrative Certificate
- Applicants who have completed an educational leadership program that leads to licensure with the following requirements:
  - Praxis 5411 (until August 31, 2019) or 5412 (after September 1, 2019)
  - Transcripts that reflect a completed program
  - **Online Evaluation Leadership Institute (ELI)**
  - Recommendation from the college/university for licensure

## Professional Initial Administrative Certificate

- **Professional Initial Administrative Licensure**

- This certificate is a **professional certificate**:
  - Valid for five (5) years and can be renewed
  - Can be used for reciprocity
  - Within ninety (90) days of employment as an administrator candidates **MUST** complete the In-Person ELI and apply for the Initial Administrative Certificate. Once they hold the Initial Administrative Certificate, end of the year evaluations may be completed



## Teacher in Residency (TIR)

Continue to utilize this option for shortage areas when possible.



## Tuition Reimbursement/Advanced Salary



## Tuition Reimbursement

### *Reminder*

WV Code section 18A-3-3a provides for tuition reimbursement only for educators holding a valid WV professional or provisional professional teaching, service, or administrative certificate, or equivalent.

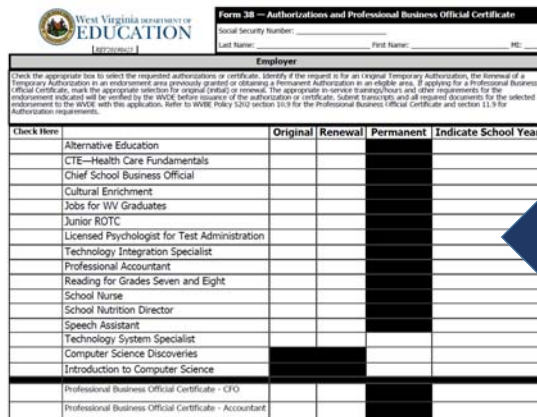
## Tuition Reimbursement

**Tuition reimbursement** is available for educators holding a first class permit *only* if seeking an *additional* endorsement in a shortage area. No allowance for reimbursement is made for those on a first class permit seeking an *initial* professional certificate.

## Advanced Salary

For a master's degree (M.A. advanced salary level), 80% of the coursework (24 of the 30 minimum graduate degree hours) must be related to the public school program as defined in Policy 5202. No more than 6 graduate hours in an area that is unrelated either to the public school program or to an endorsement area available for a professional certificate are allowable for the M.A. advanced salary level.

## Authorizations Form 38



**Form 38 - Authorizations and Professional Business Official Certificate**

Check the appropriate box to select the requested authorization or certificate. Identify if the request is for an Original Temporary Authorization, the Renewal of a Temporary Authorization in an endorsement area previously granted or obtaining a Permanent Authorization in an eligible area. If applying for a Professional Business Official Certificate, mark the appropriate selection for original (initial) or renewal. The appropriate in-service transcript hours and other requirements for the endorsement indicated will be verified by the WVDE before issuance of the authorization or certificate. Submit transcripts and all required documents for the selected endorsement to the WVDE with the application. Refer to WVDE Policy 5202 sections 10-19 for the Professional Business Official Certificate and section 11.19 for Authorization requirements.

Check Here	Original	Renewal	Permanent	Indicate School Year
Alternative Education				
CTE—Health Care Fundamentals				
Chief School Business Official				
Cultural Enrichment				
Jobs for WV Graduates				
Junior ROTC				
Licensed Psychologist for Test Administration				
Technology Integration Specialist				
Professional Accountant				
Reading for Grades Seven and Eight				
School Nurse				
School Nutrition Director				
Speech Assistant				
Technology System Specialist				
Computer Science Discoveries				
Introduction to Computer Science				
Professional Business Official Certificate - CFO				
Professional Business Official Certificate - Accountant				

Applicants must hold a valid professional teaching certificate for the following authorizations:

- Alternative Education
- Option Pathways
- Cultural Enrichment
- Reading for Grades Seven and Eight
- Technology Integration Specialist
- Computer Science Discoveries
- Introduction to Computer Science



Please be sure to indicate the requested school year.

# Teacher in Residency (TIR)

Continue to utilize this option for shortage areas when possible. Please remember that a job posting is required for documentation.



# Form 40- Paraprofessional Application

New information has been added to clarify the requirements met by the ACDS and CDA certificates.

**Form 40- Paraprofessional Certificate (County employment required)**

Social Security Number: \_\_\_\_\_ Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

**Verification of Education** The applicant has taken and passed the current state competency exam for all the requirements listed below.  YES  NO **State Competency Exam** The applicant has taken and passed the current state competency exam for all the requirements listed below.  YES  NO

**Basic Skills (3 Semester Hours in Each or Equivalent Training)** **General Studies (3 Semester Hours Required as Any Combination)**

Course Number	Prerequisite			Course Number		
	Depth	Course Name	State Score	Depth	Course Name	State Score
Reading				Mathematics III		
Writing				Fine Arts III		
Math				Science III		
				World Studies		

**Required Courses (3 Semester Hours in Each or Classroom Experience)**

Course Number	Classroom Experience		
	Depth	Course Name	State Score
Classroom Management			
Special Education			
Computer Science			
Human Growth & Dev. or Psychology			
Education			
Methods			
Practice			

**Supervisor/Principal Signature** \_\_\_\_\_

Information listed on this application must be supported by official documentation such as official test hearing transcripts, score reports, certificate of completion, or any other source of verification. Failure to produce such documentation may result in the denial of this application.  
Applicant Information Page must be attached.



# Form 50- Community Programs

New information has been added for clarification of requirements met by the ACDS and CDA certificates.

West Virginia DEPARTMENT OF EDUCATION  
REV 2018/04/05

Social Security Number: \_\_\_\_\_  
Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

**Form 50-Community Program Authorization**  
Information listed on this application must be supported by official documentation such as official seal bearing college or university transcripts.

**Verification of Employment**  
NOTE: A completed and signed Applicant Information Page must be attached.  
Applicant is currently employed through a Pre-School Partnership: YES  NO  Employment assignment date: \_\_\_\_\_  
Community Program Partner: \_\_\_\_\_ County Public School System Partner: \_\_\_\_\_  
Applicant has a minimum of one year in Early Education Teaching experience: YES  NO  Email address for Community Program Director: \_\_\_\_\_

**Check one:**  
 Permanent Authorization - All certification requirements are met (college/university degree, all specialized coursework, work experience, and current employment)  
 Temporary Authorization - Some certification requirements are met (college/university degree, some specialized coursework and/or professional development, and current employment)  
 Renewal of the Temporary Authorization - Initial Authorization awarded previously and a successful completion of two specialized trainings (after the effective date of the most recently awarded authorization)

**Verification of Required College/University Degree**  
 1. Degree or Area of Specialization: \_\_\_\_\_ 2. Master's Degree or Higher: Area of Specialization: \_\_\_\_\_  
 (Renewed CPE 1) (Consentment for Completing Required College Coursework and/or Professional Development for Specialized Training)

I understand that I am responsible for meeting any remaining requirements to renew the Temporary Authorization for Community Programs until all requirements listed below are met for the issuance of a Permanent Authorization for Community Programs.

	Required Coursework (Official Transcript Required)	Specialized Training
1. Preschool Special Education	Yes/No	Yes/No
2. Child Development		
3. Pre-School Curriculum		
4. Early Language and Literacy		
5. Assessment of Young Children		
6. Family & Community Involvement		

A valid West Virginia Professional Teaching Certificate endorsed for Pre-kindergarten satisfies all coursework requirements.  
The ACDS certificate issued by the U.S. Department of Labor after Fall 2002, or the CDA certificate, satisfies the following Special Needs, Child Development, Early Language and Literacy.

Signature of County Superintendent OR Director of Community Pre-School Program Date: \_\_\_\_\_ Signature of Applicant Date: \_\_\_\_\_



# Form 60- Paraprofessional Interpreter

New information has been added for clarification of requirements met by the ACDS or CDA certificates.

Reminder- When using 2 years of classroom experience in lieu of the classroom management course, a letter with dates of employment must be signed and submitted. When using the 2 years of experience for special education course requirements, at least 10 clock hours in special education training must be verified.

West Virginia DEPARTMENT OF EDUCATION

Social Security Number: \_\_\_\_\_  
Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

**Form 60-Paraprofessional Certificate: Educational Interpreter (County employment required)**

**Check one:**  
 Permanent Certificate - All certification requirements are met (child national certification/minimum 3.5 CEHs performance score, all academic requirements are met, and passing CEHs-Written Test score)  
 Initial Certificate - All certification requirements are met (child national certification or minimum 3.5 CEHs performance score, and completed coursework) - may be renewed Fall 2020  
 Renewal Certificate - Initial Certificate awarded previously and successful completion of 15 clock hours of WVDE approved professional development activities

**Verification of Education**  
 The applicant holds the equivalent of a high school diploma or GED: YES  NO  YES  NO  ECE Performance Score (2016-2017) 3.5 3.0  3.0  2.5  2.0  1.5  1.0  0.5  None  Not Applicable  None

**State Competency Exam**  
 The applicant has taken and passed the current state competency exam for child development personnel by the State CEHs and has satisfied this requirement: YES  NO  Not Applicable  None

Basic Skills (3 Semester Hours in Each of Equivalent Experiences)				General Studies (6 Semester Hours Required in Any Combination)			
English	Course Name	Units	Grade Completed	Math	Course Name	Units	Grade Completed

**Required Courses (3 Semester Hours in Each of Classroom Experiences)**

Course Name	Units	Grade Completed	Course Name	Units	Grade Completed
Classroom Management			Classroom Management		
Special Education			Special Education		
Computer Literacy			Computer Literacy		
Human Growth & Dev. in Childhood			Human Growth & Dev. in Childhood		
Child Development			Child Development		
Child Development			Child Development		

The ACDS certificate issued by the U.S. Department of Labor after Fall 2002 satisfies the following: Reading, General Studies, Classroom Management, Special Needs, Human Growth and Development, and 3 semester hours of Academic. The CDA certificate satisfies the following: Reading, Classroom Management, Special Needs, Human Growth and Development, and a semester hour of Academic.

Information listed on this application must be supported by official documentation such as official seal bearing transcripts, exam reports, certification of completion, or any other source of verification. Applicant Information Page must be attached.



## Form V14- CTE Salary Classification

**Reminders:**

- The required 18 credits to finish the CTE program do not count toward salary increases.
- CTE salary increases do not necessarily coincide with the awarding of a degree.
- In order to receive credit for all coursework, please have the applicant fill out all courses to be reviewed. (More than one form may be sent.)

The form includes the following sections:

- Header:** West Virginia DEPARTMENT OF EDUCATION, REF. 2018/19, Form V14—Advanced Salary Classifications for Career Technical Certificate. Fields for Social Security Number, Last Name, First Name, and MI.
- Part 1—Coursework to be Considered for Salary Classification:** A note that official post-begin transcripts reflecting coursework listed on this application must be submitted. A table titled "List all courses to be considered for an Advanced Salary Classification" with columns: Institution, Term & Course #, Name of Course, Weeks, Term Comp., Required Course, Satisfies Course, and Prerequisite Course.
- Part 2—Verification of Undergraduate Credit:** A section with checkboxes for salary classification requirements: BA+15, MA, MA+15, MA+30, MA+45. It also includes a field for "Number of undergraduate hours completed" and a statement: "The applicant is eligible for the advanced salary classification as appropriate per the requirements of WVBE Policy 5202." Fields for WVU Tech Career Technical Education Chair, Institution, and Date are provided at the bottom.



## Online Application Update

**Form 39**

- Please ensure that the individual making application has selected the correct option. If the individual needs to renew the authorization available on a Form 39 (Coach, Limited Football Trainer, or Athletic Trainer Certificate), please look at the top left corner of the application and see that the correct option has been selected.
- If they are wanting to renew and you notice in the top left corner that it is an Initial Temporary Authorization, you must REJECT/DENY the application and they need to go back into the system and select RENEW beside the credential.
- The online form requires a yearly date- “Employment Begin Date.” This does not need to be the date of first hire.



## Q & A

This presentation will be posted in the resources section of our website at <http://wvde.state.wv.us/certification/>.

West Virginia Department of Education  
Office of Certification