

**INSTRUCTIONS FOR PREPARING AND SUBMITTING
THE PROFESSIONAL PERSONNEL EMPLOYMENT REPORTS
FOR THE 2021-22 YEAR**

1. Every county board of education is required to submit annually an employment report which lists every regular full-time employee, including those employed by the multi-county vocational centers (MCVCs). Educational Service Cooperatives (ESCs) must also submit an employment report annually. The data submitted by each county board is used to calculate the county board's allowance under the Public School Support Program (PSSP). According to WVC §18-9A-12, the data for the 2021-22 year is used in the computations for the 2022-23 year.
2. **Number of reports:** Two electronic reports of employment are to be submitted, a preliminary report of all personnel employed as of September 1, 2021 (first school month) and a final (certified) report of all personnel employed as of October 1, 2021 (second school month).
3. **Data file:** One data file is to be submitted for each submission, which is to include all required information for all personnel employed, both professional and service. Separate instructions for professional and service personnel are provided simply as a convenience for those county boards that utilize different personnel for maintenance of the county's personnel records.
4. **Submission:** The data file for each report is to be submitted to the WVDE electronically using the West Virginia Education Information System (WVEIS). Printed copies of the reports are not to be submitted.

For questions related to the certified list of data submission, please contact the following:

- Kristen Lanham: Barbour – McDowell County. kristen.lanham@k12.wv.us
- Josh Harner: Mercer – Wyoming County. joshua.harner@k12.wv.us

5. **Due dates:** The data file for the first month (preliminary) report is to be as of September 1, 2021. In order to allow counties submission time, the report should be submitted as soon as possible after this date but no later than **September 8, 2021**. **The data file for the second month (final) report is to be as of October 1, 2021**. The final submission should be as soon as possible after this date, but no later than **October 8, 2021**. It is essential that the data files be submitted in a timely manner.
6. **Personnel to be reported:** Report the employee's name that is filling every **REGULAR, FULL-TIME** 200-day position that a county board has created as of September 1, 2021 or October 1, 2021, as applicable. The certified list data file is used for many purposes other than to determine state aid funding, so all regular full-time positions **MUST** be listed; do not intentionally omit listing personnel simply because the number employed exceed the number eligible for funding. Do not list, however, temporary, part-time employees who are not employed for the minimum 200-day employment term. (WVC 18A-1-1 defines professional personnel.)

For the positions that are filled by a "regular full-time employee", report the name of the regular employee who is employed to fill the position, even if that employee is absent from work for an extended period of time, such as a medical leave of absence, a sabbatical, or because of an injury resulting in a workers' compensation claim. The term "regular full-time employee" is defined in WVC §18-1-1(i) as "any person employed by a county board of education who has a regular position or job throughout his employment term, without regard to hours or method of pay".

For the positions that are vacant as of September 1, 2021 or October 1, 2021, report the name of the substitute who is filling the position. If a position is truly vacant as of that day and no one is employed in the position, either as a regular employee or substitute employee, do not list the position in the personnel list. Blank positions without a name listed cannot be included in the personnel data files.

Professional personnel cannot be listed as being a regular full-time employee in more than one school district; they may, however, be listed as being a half-time employee in two districts, but the total regular FTE for the employee cannot exceed 1.00.

For regular full-time employees recently hired from another district within the State, the employee is to be listed by the school district where the employee was actually employed as of the reporting date.

7. **First Month (preliminary report):** Provide all of the required information discussed below for every employee listed on the first month report.
8. **Edit of preliminary report:** County boards may edit the files and resubmit the data to the WVDE as often as necessary to correct any errors noted until the due date discussed above by using the edit program on the Department's website at <http://wveis.k12.wv.us>. On the due date, the WVDE will process, review, and edit the preliminary data files that are submitted and contact the county boards concerning all errors noted.
9. **Second month (final) report:** County boards are to update the files submitted for the first month to reflect employment information as of October 1, 2021 for the second school month and resubmit the file electronically in the same manner as the preliminary reports were submitted. Submit the final file after all errors/discrepancies have been corrected on the file. Explain any discrepancies remaining in the comment field on the website. **All discrepancies identified as critical errors must be corrected in order for WVEIS to allow submission of the final file.** After the final file has been submitted, WVDE must unlock the file to allow resubmission.
10. **Edit of final report:** The information will again be processed, reviewed, and edited and each county board will be notified if any errors are noted. The final submission will be "locked" so that it cannot be changed without permission of the WVDE Office of School Finance. The final report will be certified by the superintendent, ESC or MCVV director.
11. **Changes for 2021-22:**
 - (a) Certificate Code 16, Initial Paraprofessional Certificate, has been removed as an applicable certificate code for position code 330, Professional Educational Interpreter. The code was erroneously included as an eligible certificate code for this position in past years.
 - (b) Certificate Code 75 has been updated from 'teacher-in-residence permit' to 'clinical teacher of record permit' due to a statutory change to the naming convention of the permit. There were no changes to the position codes in which certification code 75 is an eligible code.
 - (c) Certificate Codes 28, Temp for Teacher; 38, Temp for Student Support; and 64, Temp for Administration are no longer valid certificate codes due to the pandemic no longer having an impact on the administration of PLT exams.
 - (d) Certificate Code 51, Middle Childhood Authorization, now has an asterisk listed to indicate that the licensure code is no longer issued by WVDE but is a valid certificate for those who currently hold this licensure.
 - (e) Certificate Code 8P, Restricted Pre-Professional Certificate, has been removed as an applicable certificate code for the following position codes: 202, 217, 218, 219, 220, 221, 222, 230, 231, and 232. The certificate code was added for the 2020-21 submission, and after further consideration, the Office of Certification has determined the code was erroneously included as an eligible certificate code for the position codes listed.
 - (f) Certificate Code RS, Restricted Substitute, has been removed as an applicable certificate code for the following position codes: 230, 231, and 232. The certificate code was added for the 2020-21 submission, and after further consideration, the Office of Certification has determined the code was erroneously included as an eligible certificate code for the position codes listed.

- (g) Certificate Code 61, Restricted First-Class Full-Time Permit, has been removed as an applicable certificate code for position code 202, Technology Integration Specialist. The certificate code was added for the 2020-21 submission, and after further consideration, the Office of Certification has determined the code was erroneously included as an eligible certificate code for this position code.
- (h) Certificate Code 99, Short Term Substitute, has been removed as an applicable certificate code for the following position codes: 230, 231, and 232. The code was erroneously included as an eligible certificate code for these positions in past years.
- (i) Certificate Code 23, Provisional Professional Certificate, has been removed as an applicable certificate code for the following position codes: 318, 321, and 335. The code was erroneously included as an eligible certificate code for these positions in past years.
- (j) Certificate Code 50, Temporary Authorization, has been removed as an applicable certificate code for position code 318, Psychologist. The code was erroneously included as an eligible certificate code for this position in past years.

12. **Common errors to avoid:**

- (a) **Position Codes** - List personnel under the correct position code for the job that they are performing, especially those who are performing the duties as directors or coordinators of supportive services.

Do not intentionally misreport personnel under an incorrect position code either for funding purposes or to meet the professional instructional ratio requirements, even if the individual has a valid certificate for the position for which they are being incorrectly reported.

For example, report personnel who are performing the task of director of transportation full-time under Position Code 107 and not Position Code 106 or any other funded teaching position, even if the individual possesses a valid teaching or administrative certificate.

- (b) Report personnel who are employed to maintain the computer network as a Technology Systems Specialist, Position Code 310, rather than Position Code 202, Technology Integration Specialist. If necessary, employees can be split-coded in the appropriate ratio between the two position codes to reflect that they perform the job duties of both positions.
- (c) **Funding Source Code 1** - Report the funding source code of all personnel who meet the following criteria as Funding Source 1 - State Aid Eligible: the personnel are employed in positions that are identified as state aid eligible positions; hold a valid certificate for the position for which they are employed, and; their salary is NOT paid directly from another source, such as a federal or state grant received for the purpose of employing personnel.

NOTES: (1) REPORT ALL PERSONNEL WHO ARE EMPLOYED WITH STEP 7 FUNDS, CHILD NUTRITION FUNDS, OR MEDICAID REIMBURSEMENTS AS FUNDING SOURCE 1.

(2) For the county boards that are receiving reimbursements from the military for the salaries of instructors in the Junior Reserve Officers Training Corps (JROTC) program, report the pro-rata portion of the instructor's salaries as Funding Source 3 - Federal.

(3) Employees who are paid with one year "seed" money provided for one year to get a specific program started, such as State CTE funds, should be reported as Funding Source 2 for state grants. In prior years, these employees were reported as Funding Source 1.

- (d) **Funding Source Code 4** – Report personnel employed in positions that are not eligible for state aid funding, such as Position Code 107- Director of Supportive Services, or are employed in positions that are eligible for state aid funding, but the employee does not possess a valid certificate, as

Funding Source "4" – County.

- (e) **Funding Source Code** - Review carefully the funding source code for each individual to ensure that the correct code is being reported, especially for those employees whose salaries are funded from state or federal grants.
- (f) **Adult Preparatory Teachers** – Position Code 218 - Report the funding source for all personnel employed under Position Code 218 as Funding Source 2 – State Funds.
- (g) **CTE Teachers** - Report under Position Code 217 – Classroom Teacher, Vocational (K-12), only the vocational teachers who are employed to teach elementary or secondary students. **REPORT all vocational teachers who are employed in the adult preparatory program under Position Code 218 – Teacher, Vocational (Post Secondary), and those employed as adult basic education teachers under Position Code 219 – Teacher, Vocational (Adult) and report the funding source as Funding Source 2 – State Grants.**

NOTE: Option Pathways teachers should be reported under Position Code 214 – Classroom Teacher, High School.

- (h) **Pre-Kindergarten Teachers** – Code all Pre-Kindergarten teachers in Position Code 210, even if the teachers are working with special needs pre-kindergarten students. Do not code them as position code 215 – Classroom Teacher, Special Education. Be sure to use the appropriate program function code to designate the appropriate portion of their time working with special-needs pre-kindergarten students.
- (i) **Attendance Directors** – All counties must report an attendance director in Position Code 322 as required by WVC §18-8-3. Statute requires a full-time attendance director for districts with enrollment in excess of 4,000 students and at least a half time director in districts with enrollment equal to or less than 4,000 students. The job duties of the attendance director position are outlined in WVC §18-8-4. Please ensure that the individual reported as the attendance director is actually responsible for performing the duties listed.
- (j) **Appropriate Certificate for the Position** - For employees with multiple certificates, ensure that the appropriate certificate is being reported for the position under which the employee is being reported. If the individual is listed under an administrative position, ensure that a valid administrative certificate is listed, and not a teaching certificate. The program will attempt to pull the certificate code in the employee certificate record that is related to the position code in HMS.
- (k) **Pending Certification** – **A certificate may be considered pending and reported as such on the personnel list ONLY if the application has been submitted to and received by the WVDE Office of Certification, as of October 1, 2021.** For the employees who meet this criteria, enter the certificate code for the pending application. **Do not leave the certificate code blank.** Enter the certificate code for which the application is pending. The individual is not eligible for funding without a valid certificate code for the position.
- (l) **Years of Experience** - For professional personnel, report only the number of years of experience in the teaching profession. Manually edit the records of employees, such as vocational teachers, who have been granted additional years of experience for pay purposes to ensure that the correct years of experience are reported for funding purposes. **Do NOT adjust the years of experience for the additional three-step increase for eligible math and special education teachers.**
- (m) **Total FTE and Contracted Salary** - For personnel who are listed on an FTE basis in more than one position code, be certain that the total FTE and contracted salary amount that is reported for each position corresponds to the FTE for the position and that the total contracted salary and FTE reported for the individual in all positions adds to the correct total.

- (n) **Permanent Substitutes** – The permanent substitute position code is only to be used for individuals hired as a full-time day to day substitute. It should not be used for long-term substitutes that have been hired to fill a specific classroom teacher position.

13. **Required Information:** Provide the following information for each regular, full-time employee:

- a. **NAME** - Report the name of every employee employed in a regular 200-day position maintained by the county board as of September 1, 2021 and October 1, 2021, or if the position is vacant as of these dates, enter the name of the substitute employee who is working in the position. Do not list temporary, part-time employees who are not employed for the minimum 200-day employment term. Report the employee's last name, first name and middle initial.

NOTE: Personnel cannot be reported more than 1.00 FTE. For personnel who are actually employed full-time in one position and part-time in another position, such as a full-time teacher who is also employed part-time as a homebound teacher, report only the full-time position and ensure that the FTE does not exceed more than 1.00.

- b. **PERSONNEL NUMBER** – Enter each employee's social security number in the appropriate field.
- c. **FTE (Full Time Equivalency)** - Report the FTE designation for all personnel. In instances where a full-time professional employee's salary is being charged to only one location, position, fund, program/function or funding source code, report the FTE as 1.0000. In instances where: (1) a full-time professional employee's salary is being charged to two or more different location, position, fund, program/function or funding source code; or (2) an employee is employed to work less than full-time, enter the appropriate FTE for each line entry. Note that the FTE is pulled from the position inventory record in HMS.

EXCEPTION: In cases where a professional employee's extended contract is being funded from a different source than the basic contract of 200 days, report the total number of days employed and the total salary paid from all sources on one line. Do not list the extended number of days separately; otherwise, the FTE for the 200 day term will be reflected at less than 1.0000.

- d. **LOCATION CODE** - Report the location code where the individual is assigned. The location code is pulled from the position inventory in HMS. For professional personnel who are employed in more than one location, such as itinerant teachers, list each location at which the individual is assigned to work on a FTE basis. Location codes must be valid codes as assigned or approved by WVDE.
- e. **GENDER:** Indicate each employee's gender using the following codes: (Gender is pulled from the employee basic record in HMS.)

<u>Code</u>	<u>Description</u>
M	Male
F	Female

- f. **POS (Position) CODE** - Provide each individual's position code. Position codes come from the position inventory in HMS. Refer to the attached listing of position codes. All employees must be assigned to a valid position code.
- g. **DEGREE CLASSIFICATION** - Provide the individual's degree classification: (This record comes from the employee education record in EMS.)

<u>Code</u>	<u>Description</u>
HS	Below bachelor's degree
BA	Bachelor's degree

MA	Master's degree
DR	Doctorate degree

NOTE: For employees who have recently completed the requirements for a higher degree classification, **enter the higher degree only if the applications to have the certificates updated have been submitted to and received by the WVDE Office of Certification as of October 1, 2021.**

- h. **SALARY CLASSIFICATION** - Provide the individual's salary classification: (The salary classification comes from the pay grade on the employee assignment record in EMS.)

<u>Code</u>	<u>Description</u>
HS	Below bachelor's degree
BA	Bachelor's degree
BA15	Bachelor's degree plus 15 hours
MA	Master's degree
MA15	Master's degree plus 15 hours
MA30	Master's degree plus 30 hours
MA45	Master's degree plus 45 hours
DR	Doctorate degree

NOTE: For employees who have recently completed the requirements for a higher salary classification, **enter the higher salary class only if the applications to have the certificates updated have been submitted to and received by the WVDE Office of Certification as of October 1, 2021.**

NOTE: State funded salaries for employees with education less than a bachelor's degree will be computed using the 3rd Class salary table.

NOTE: According to WVC §18A-4-4, the minimum salary schedule for teachers where specialized training may be required for vocational, technical and adult education may be set above the actual degree classification held by the individual and will be reflected on the certificate they receive from the Office of Certification. This does not apply, however, to JROTC instructors.

- i. **CERT (Certificate) CODE** - List the code for the class or type of certificate issued to the individual by the WVDE. **If an employee has multiple certificates, enter the valid code for the required certificate type for the position to which the employee is assigned.** The certificate code comes from the employee certificate record in EMS.

NOTE: For alternative education teachers, report them in position 213 or 214 as appropriate and list the code for their regular teaching certificate, not the temporary authorization code of 50.

NOTE: If an application has been submitted to and received by the WVDE Office of Certification as of October 1, 2021, enter the certificate code for which application was made and ensure it is a valid certificate for the position code of the individual.

For employees who have recently submitted applications for the required certificate for a position to which assigned, **enter the code for the certificate type ONLY if the application has been submitted to and received by the WVDE Office of Certification as of October 1, 2021.** If not, or if the employee does not possess a certificate for the position to which assigned, leave the field blank and use a funding source code other than 1.

- j. **NATIONAL CERTIFICATION** - Report ALL professional personnel who possess a certificate from any of the following boards and associations by using the following codes:

<u>Code</u>	<u>Description</u>
0	None
1	National Board for Professional Teaching Standards (NBPTS)
2	National Board of Certified Counselors (NBCC)
3	West Virginia Board of Examiners in Counseling (WVBEC)
4	American Speech-Language-Hearing Association (ASHA)
5	National Association of School Psychologists (NASP)
6	National Board of Certification of School Nurses (NBCSN)
7	NBPTS Mentor at Persistently Low-Performing School

The default code will be “0”. The “Z” addendum codes will be ZNBPTS, ZNBCC, ZWVBEC, ZASHA, ZNASP, ZNBCSN or ZNBMEN. The codes can be entered by either using one of the “Z” addendum codes in the HMS data module, or by manually entering the numeric codes listed above on the WVEIS Certified List of Personnel maintenance screen.

National certification issued by the Board of Professional Teaching Standards (NBPTS) - According to WVC §18A-4-2a, the classroom teachers who have attained national certification from the National Board of Professional Teaching Standards (NBPTS) are entitled to a \$3,500 annual supplement for the life of the certificate (not to exceed ten years for any one certification). Classroom teachers are defined as those personnel who maintain an instructional or counseling relationship with students, spending the majority of time in this capacity.

Therefore, the term “classroom teacher” includes the following position classifications: head teachers, classroom teachers, JROTC instructors, academic coaches, speech language pathologists, speech assistants, counselors, librarians, remedial specialists, permanent substitutes, and technology integration specialists. A complete list of all positions considered to be classroom teachers is provided annually by the WVDE Office of School Finance.

Since WVC §18A-4-2a uses the term classroom teachers, these are the only positions for which funding is provided through the Public School Support Program. Consequently, the supplement for personnel who have attained the certification but become employed in positions other than those described as classroom teachers are not funded.

NOTE: Since the NBPTS does not release its list of successful candidates until November of each year, county boards will be allowed to update their personnel data files beyond October 1, 2021 to include this element of information. This will be done by either notifying each county board of who these employees are so that they can update their personnel data files accordingly, or by the WVDE entering the data centrally for all county boards.

Certification of speech-language pathologists, audiologists, counselors, school psychologists or school nurses issued by associations other than the NBPTS – Report all speech-language pathologists, audiologists, counselors, school psychologists or school nurses who possess recognized certificates issued by associations other than the NBPTS in the appropriate field using the codes prescribed above. According to WVC §18A-4-2b, these personnel are entitled to a \$2,500 annual supplement **for the life of the certificate** or ten years, whichever expires first.

However, according to the code section, the number of new personnel per year that may be awarded the supplement is limited to 115 new personnel in total for the group each year. The determination of who the new personnel are is made by the WVDE Office of Certification in accordance with the criteria prescribed in State Board Policy 5202. The supplement is funded through the PSSP and for county boards to continue receiving the funding for personnel who were determined to be eligible for the supplement in prior years, those employees must continue to be employed in the positions of speech-language pathology, audiology, counseling, school psychology or school nursing. County boards may, but are not required, to pay the supplement to

personnel who have the required certification but were not included among the 115 new candidates determined to be eligible by the WVDE.

NBPTS Mentor at a Persistently Low-Performing School: Report all classroom teachers who (1) hold a valid certificate issued by the NBPTS (2) are employed to teach at a school designated as a persistently low performing school by the West Virginia Department of Education and (3) are assigned as part of their regular employment to serve in a mentoring capacity for other teachers at the school using code 7 from above. According to WVC §18A-4-2c, these personnel are entitled to an additional \$2,000 per year. Once a national board certified teacher becomes eligible for the additional payment under WVC §18A-4-2c, the teacher remains eligible for five consecutive years of employment at the same school 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 not 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 annual supplement.

In order to be a mentor, the classroom teacher must have completed a mentor training course through the WVDE (formerly through the West Virginia Center for Professional Development). Before listing a classroom teacher with the code of 7 on the certified list of personnel, the county must verify that the mentor training course has been completed and is still current.

Please note that the certified list can only accommodate one code for national certifications. Therefore, the individuals assigned a code of 7 will be assumed to be receiving \$5,500 in total annual salary supplements (\$3,500 for holding the NBPTS certification and an additional \$2,000 for being a mentor at the persistently low performing school) for state aid funding calculation purposes. Be sure to appropriately classify the limited group of teachers who will qualify for this additional annual supplement so that state aid funding is calculated appropriately.

If utilizing "Z" addendum codes for the NBPTS mentor at a persistently low performing school, please note that you will need both the ZNBPTS (\$3,500) and ZNBMEN (\$2,000) to ensure the individual is paid properly through WVEIS.

- k. **YEARS EXPER (Experience)** - Report the number of years each employee has been employed in the teaching profession as defined in WVC §18A-4-1(1). An employee must have worked a minimum of 133 days during the year to be entitled to a year's experience.

According to WVC §18A-4-1(1), "Years of experience" for professional educators means the number of years the individual has been employed in the teaching profession, including active work in educational positions other than the public schools, and service in the armed forces of the United States if the individual was under contract to teach at the time of induction.

For a registered professional nurse employed by a county board of education, "years of experience" means the number of years the nurse has been employed as a public school health nurse, including active work in a nursing position related to education, and service in the armed forces if the nurse was under contract with the county board at the time of induction. For the purpose of section two [§18A-4-2] of this article, the experience of a teacher or a nurse shall be limited to that allowed under their training classification as found in the minimum salary schedule.

NOTE: Review carefully the number of years of experience reported for all professional personnel who may have been granted additional years of experience for pay purposes, such as vocational education teachers. Report only those years of experience earned in the teaching profession, as defined in WVC §18A-4-1(1).

NOTE: The WVEIS program uses the step field in the employee assignment record in EMS as the source for reporting the number of years of experience. Manually edit the records of any

employee who has been granted additional years of experience for pay purposes.

- i. **YEARS EXPERIENCE AS PRINCIPAL** - For all individuals reported in position codes 111 through 114, report the total number of years of experience as a principal. For all individuals reported in position codes 115 through 118, report their total years of experience as a vice principal.

As an example, for an individual serving as their first year as a vice principal, this field should be reflected as having zero years of experience and an individual serving in their second year as a vice principal should be reflected as having one year of experience. For an individual serving as a principal for the first time, even if they have previously served as a vice principal, this field should be reflected as having zero years of experience.

Note that the years of experience as a principal or vice principal does not have to be within the same county – such experience from other county boards of educations, private schools, etc. would also count.

This field must be completed for all principals and vice principals included on the report.

- m. **YEARS EXPERIENCE AT CURRENT PROGRAMMATIC LEVEL** – For all individuals reported in position codes 111 through 114, report the total number of years of experience as a principal at their current programmatic level (ex: elementary, middle/junior, high, combined). For all individuals reported in position codes 115 through 118, report the total number of years of experience as a vice principal at their current programmatic level (ex: elementary, middle/junior, high, combined).

As an example, if an individual has been an elementary principal for all of their previous years of principal experience and is in their first year serving as a middle school principal, the years of experience at the current programmatic level would be reported as zero.

This field must be completed for all principals and vice principals included on the report. Also, please note that the number of years reported in the current programmatic level cannot exceed the total number of years of experience as a principal.

- n. **DAYS EMPLOYED** - Report the employee's number of contractual days employed. The minimum number of days that is to be reported is 200 and the maximum number is 261.

For those employees who are employed after the normal employment term begins, enter the number of days that the employee's contract would have been for had that employee started on the first day of the employment term.

NOTE: The WVEIS program pulls the number of days for each position from the COMPASS Contract field on the employee's assignment record.

- o. **ANNUAL SALARY** - Report the total annual gross salary that is paid or stipulated to be paid per contract to each professional educator for his/her regular duties for the year for the total number of days employed.

Include all supplemental pays, stipends or salaries paid for additional days employed that are directly related to the employee's regular duties, such as any additional days or stipends paid to a band director or department chair.

Do not include supplemental pays or stipends paid for extra-curricular contracts that are not related to the employee's primary duties, such as stipends or additional days employed for being a coach or team sponsor. Also, do not include payments for teaching summer school, except for those already employed for 12-months.

NOTE: The contracted salary is used to calculate each county's average salary, so it is important that the correct contracted salary for the year be reported. For each full-time employee who is listed more than once on the certified list, report the portion of the individual's total contracted salary in each entry that relates to the FTE of the line entry.

- p. **RET SYS (Retirement System Membership)** - Report each employee's retirement system membership:

<u>Code</u>	<u>Description</u>
0	Not a member of any retirement system
1	A member of the Defined Benefit Retirement System – RET I
2	A member of the Defined Contribution Retirement System – RET II
4	A member of the Defined Benefit Retirement System who was employed on or after July 1, 2005, or a member of the Defined Contribution System who elected to transfer to the Defined Benefit System in 2008 – RET IV
9	A Tier II member of the Defined Benefit Retirement System who was hired for the first time and first became eligible for TRS on or after July 1, 2015 – RET IX

NOTE: Do not leave the Retirement System Membership field blank.

- q. **PEIA PREMIUM** - Report the employer's PEIA annual premium cost for health and basic life insurance for each employee. For substitute employees who do not have PEIA insurance coverage, report the PEIA amount shown in the following chart for substitutes. This is to ensure that the funds appropriated for PEIA are allocated accurately to each school district and MCV, since the final allocations for the year are based on the amounts reported in this field and, most likely, vacant positions will be filled with a regular employee during the year.

Do not include the administrative fee in the total. The allowance for the administrative fee is computed separately. This amount is calculated based on the deduction on the employee assignment record and the premium on the deduction record.

The PEIA employer's premium amounts for the 2021-22 year are as follows, therefore, the annual amounts reported for regular full-time employees should be one of the following amounts:

For the following plan: The Health Plan A

	<u>Basic Health</u>	<u>RHBT</u>	<u>Life</u>	<u>Monthly Total</u>	<u>Annual Total</u>
Active Employees Under 65 Years of Age:					
Employee Only	\$ 358.00	\$ 116.00	\$ 2.00	\$ 476.00	\$ 5,712.00
Employee with Children	\$ 473.00	\$ 116.00	\$ 2.00	\$ 591.00	\$ 7,092.00
Family	\$ 848.00	\$ 116.00	\$ 2.00	\$ 966.00	\$ 11,592.00
Family with Emp. Spouse	\$ 848.00	\$ 116.00	\$ 2.00	\$ 966.00	\$ 11,592.00
Basic Life Only	\$ 0.00	\$ 0.00	\$ 2.00	\$ 2.00	\$ 24.00
Active Employees 65 – 69 Years of Age:					
Employee Only	\$ 358.00	\$ 116.00	\$ 1.30	\$ 475.30	\$ 5,703.60
Employee with Children	\$ 473.00	\$ 116.00	\$ 1.30	\$ 590.30	\$ 7,083.60
Family	\$ 848.00	\$ 116.00	\$ 1.30	\$ 965.30	\$ 11,583.60
Family with Emp. Spouse	\$ 848.00	\$ 116.00	\$ 1.30	\$ 965.30	\$ 11,583.60
Basic Life Only	\$ 0.00	\$ 0.00	\$ 1.30	\$ 1.30	\$ 15.60

Active Employees 70 Years of Age and Older:

Employee Only	\$ 358.00	\$ 116.00	\$ 1.00	\$ 475.00	\$ 5,700.00
Employee with Children	\$ 473.00	\$ 116.00	\$ 1.00	\$ 590.00	\$ 7,080.00
Family	\$ 848.00	\$ 116.00	\$ 1.00	\$ 965.00	\$ 11,580.00
Family with Emp. Spouse	\$ 848.00	\$ 116.00	\$ 1.00	\$ 965.00	\$ 11,580.00
Basic Life Only	\$ 0.00	\$ 0.00	\$ 1.00	\$ 1.00	\$ 12.00

For the following plan: PEIA PPB Plan A

	Basic Health	RHBT	Life	Monthly Total	Annual Total
Active Employees Under 65 Years of Age:					
Employee Only	\$ 360.00	\$ 116.00	\$ 2.00	\$ 478.00	\$ 5,736.00
Employee with Children	\$ 478.00	\$ 116.00	\$ 2.00	\$ 596.00	\$ 7,152.00
Family	\$ 855.00	\$ 116.00	\$ 2.00	\$ 973.00	\$ 11,676.00
Family with Emp. Spouse	\$ 855.00	\$ 116.00	\$ 2.00	\$ 973.00	\$ 11,676.00
Basic Life Only	\$ 0.00	\$ 0.00	\$ 2.00	\$ 2.00	\$ 24.00

Active Employees 65 – 69 Years of Age:

Employee Only	\$ 360.00	\$ 116.00	\$ 1.30	\$ 477.30	\$ 5,727.60
Employee with Children	\$ 478.00	\$ 116.00	\$ 1.30	\$ 595.30	\$ 7,143.60
Family	\$ 855.00	\$ 116.00	\$ 1.30	\$ 972.30	\$ 11,667.60
Family with Emp. Spouse	\$ 855.00	\$ 116.00	\$ 1.30	\$ 972.30	\$ 11,667.60
Basic Life Only	\$ 0.00	\$ 0.00	\$ 1.30	\$ 1.30	\$ 15.60

Active Employees 70 Years of Age and Older:

Employee Only	\$ 360.00	\$ 116.00	\$ 1.00	\$ 477.00	\$ 5,724.00
Employee with Children	\$ 478.00	\$ 116.00	\$ 1.00	\$ 595.00	\$ 7,140.00
Family	\$ 855.00	\$ 116.00	\$ 1.00	\$ 972.00	\$ 11,664.00
Family with Emp. Spouse	\$ 855.00	\$ 116.00	\$ 1.00	\$ 972.00	\$ 11,664.00
Basic Life Only	\$ 0.00	\$ 0.00	\$ 1.00	\$ 1.00	\$ 12.00

For the following plan: The Health Plan B

	Basic Health	RHBT	Life	Monthly Total	Annual Total
Active Employees Under 65 Years of Age:					
Employee Only	\$ 324.00	\$ 116.00	\$ 2.00	\$ 442.00	\$ 5,304.00
Employee with Children	\$ 435.00	\$ 116.00	\$ 2.00	\$ 553.00	\$ 6,636.00
Family	\$ 782.00	\$ 116.00	\$ 2.00	\$ 900.00	\$ 10,800.00
Family with Emp. Spouse	\$ 782.00	\$ 116.00	\$ 2.00	\$ 900.00	\$ 10,800.00
Basic Life Only	\$ 0.00	\$ 0.00	\$ 2.00	\$ 2.00	\$ 24.00
Active Employees 65 – 69 Years of Age:					
Employee Only	\$ 324.00	\$ 116.00	\$ 1.30	\$ 441.30	\$ 5,295.60
Employee with Children	\$ 435.00	\$ 116.00	\$ 1.30	\$ 552.30	\$ 6,627.60

Family	\$ 782.00	\$ 116.00	\$ 1.30	\$ 899.30	\$ 10,791.60
Family with Emp. Spouse	\$ 782.00	\$ 116.00	\$ 1.30	\$ 899.30	\$ 10,791.60
Basic Life Only	\$ 0.00	\$ 0.00	\$ 1.30	\$ 1.30	\$ 15.60

Active Employees 70 Years of Age and Older:

Employee Only	\$ 324.00	\$ 116.00	\$ 1.00	\$ 441.00	\$ 5,292.00
Employee with Children	\$ 435.00	\$ 116.00	\$ 1.00	\$ 552.00	\$ 6,624.00
Family	\$ 782.00	\$ 116.00	\$ 1.00	\$ 899.00	\$ 10,788.00
Family with Emp. Spouse	\$ 782.00	\$ 116.00	\$ 1.00	\$ 899.00	\$ 10,788.00
Basic Life Only	\$ 0.00	\$ 0.00	\$ 1.00	\$ 1.00	\$ 12.00

For the following plan: PEIA PPB Plan B

	Basic Health	RHBT	Life	Monthly Total	Annual Total
Active Employees Under 65 Years of Age:					
Employee Only	\$ 205.00	\$ 116.00	\$ 2.00	\$ 323.00	\$ 3,876.00
Employee with Children	\$ 288.00	\$ 116.00	\$ 2.00	\$ 406.00	\$ 4,872.00
Family	\$ 540.00	\$ 116.00	\$ 2.00	\$ 658.00	\$ 7,896.00
Family with Emp. Spouse	\$ 540.00	\$ 116.00	\$ 2.00	\$ 658.00	\$ 7,896.00
Basic Life Only	\$ 0.00	\$ 0.00	\$ 2.00	\$ 2.00	\$ 24.00

Active Employees 65 – 69 Years of Age:

Employee Only	\$ 205.00	\$ 116.00	\$ 1.30	\$ 322.30	\$ 3,867.60
Employee with Children	\$ 288.00	\$ 116.00	\$ 1.30	\$ 405.30	\$ 4,863.60
Family	\$ 540.00	\$ 116.00	\$ 1.30	\$ 657.30	\$ 7,887.60
Family with Emp. Spouse	\$ 540.00	\$ 116.00	\$ 1.30	\$ 657.30	\$ 7,887.60
Basic Life Only	\$ 0.00	\$ 0.00	\$ 1.30	\$ 1.30	\$ 15.60

Active Employees 70 Years of Age and Older:

Employee Only	\$ 205.00	\$ 116.00	\$ 1.00	\$ 322.00	\$ 3,864.00
Employee with Children	\$ 288.00	\$ 116.00	\$ 1.00	\$ 405.00	\$ 4,860.00
Family	\$ 540.00	\$ 116.00	\$ 1.00	\$ 657.00	\$ 7,884.00
Family with Emp. Spouse	\$ 540.00	\$ 116.00	\$ 1.00	\$ 657.00	\$ 7,884.00
Basic Life Only	\$ 0.00	\$ 0.00	\$ 1.00	\$ 1.00	\$ 12.00

For the following plan: The Health Plan C

	Basic Health	RHBT	Life	Monthly Total	Annual Total
Active Employees Under 65 Years of Age:					
Employee Only	\$ 345.00	\$ 116.00	\$ 2.00	\$ 463.00	\$ 5,556.00
Employee with Children	\$ 462.00	\$ 116.00	\$ 2.00	\$ 580.00	\$ 6,960.00
Family	\$ 825.00	\$ 116.00	\$ 2.00	\$ 943.00	\$ 11,316.00
Family with Emp. Spouse	\$ 825.00	\$ 116.00	\$ 2.00	\$ 943.00	\$ 11,316.00
Basic Life Only	\$ 0.00	\$ 0.00	\$ 2.00	\$ 2.00	\$ 24.00

Active Employees 65 – 69 Years of Age:

Employee Only	\$ 345.00	\$ 116.00	\$ 1.30	\$ 462.30	\$ 5,547.60
Employee with Children	\$ 462.00	\$ 116.00	\$ 1.30	\$ 579.30	\$ 6,951.60
Family	\$ 825.00	\$ 116.00	\$ 1.30	\$ 942.30	\$ 11,307.60
Family with Emp. Spouse	\$ 825.00	\$ 116.00	\$ 1.30	\$ 942.30	\$ 11,307.60
Basic Life Only	\$ 0.00	\$ 0.00	\$ 1.30	\$ 1.30	\$ 15.60

Active Employees 70 Years of Age and Older:

Employee Only	\$ 345.00	\$ 116.00	\$ 1.00	\$ 462.00	\$ 5,544.00
Employee with Children	\$ 462.00	\$ 116.00	\$ 1.00	\$ 579.00	\$ 6,948.00
Family	\$ 825.00	\$ 116.00	\$ 1.00	\$ 942.00	\$ 11,304.00
Family with Emp. Spouse	\$ 825.00	\$ 116.00	\$ 1.00	\$ 942.00	\$ 11,304.00
Basic Life Only	\$ 0.00	\$ 0.00	\$ 1.00	\$ 1.00	\$ 12.00

For the following plan: PEIA PPB Plan C

	Basic Health	RHBT	Life	Monthly Total	Annual Total
Active Employees Under 65 Years of Age:					
Employee Only	\$ 278.00	\$ 116.00	\$ 2.00	\$ 396.00	\$ 4,752.00
Employee with Children	\$ 379.00	\$ 116.00	\$ 2.00	\$ 497.00	\$ 5,964.00
Family	\$ 689.00	\$ 116.00	\$ 2.00	\$ 807.00	\$ 9,684.00
Family with Emp. Spouse	\$ 689.00	\$ 116.00	\$ 2.00	\$ 807.00	\$ 9,684.00
Basic Life Only	\$ 0.00	\$ 0.00	\$ 2.00	\$ 2.00	\$ 24.00

Active Employees 65 – 69 Years of Age:

Employee Only	\$ 278.00	\$ 116.00	\$ 1.30	\$ 395.30	\$ 4,743.60
Employee with Children	\$ 379.00	\$ 116.00	\$ 1.30	\$ 496.30	\$ 5,955.60
Family	\$ 689.00	\$ 116.00	\$ 1.30	\$ 806.30	\$ 9,675.60
Family with Emp. Spouse	\$ 689.00	\$ 116.00	\$ 1.30	\$ 806.30	\$ 9,675.60
Basic Life Only	\$ 0.00	\$ 0.00	\$ 1.30	\$ 1.30	\$ 15.60

Active Employees 70 Years of Age and Older:

Employee Only	\$ 278.00	\$ 116.00	\$ 1.00	\$ 395.00	\$ 4,740.00
Employee with Children	\$ 379.00	\$ 116.00	\$ 1.00	\$ 496.00	\$ 5,952.00
Family	\$ 689.00	\$ 116.00	\$ 1.00	\$ 806.00	\$ 9,672.00
Family with Emp. Spouse	\$ 689.00	\$ 116.00	\$ 1.00	\$ 806.00	\$ 9,672.00
Basic Life Only	\$ 0.00	\$ 0.00	\$ 1.00	\$ 1.00	\$ 12.00

For the following plan: PEIA PPB Plan D

	Basic Health	RHBT	Life	Monthly Total	Annual Total
Active Employees Under 65 Years of Age:					
Employee Only	\$ 290.00	\$ 116.00	\$ 2.00	\$ 408.00	\$ 4,896.00
Employee with Children	\$ 394.00	\$ 116.00	\$ 2.00	\$ 512.00	\$ 6,144.00
Family	\$ 713.00	\$ 116.00	\$ 2.00	\$ 831.00	\$ 9,972.00
Family with Emp. Spouse	\$ 713.00	\$ 116.00	\$ 2.00	\$ 831.00	\$ 9,972.00

Basic Life Only	\$ 0.00	\$ 0.00	\$ 2.00	\$ 2.00	\$ 24.00
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Active Employees 65 – 69 Years of Age:

Employee Only	\$ 290.00	\$ 116.00	\$ 1.30	\$ 407.30	\$ 4,887.60
Employee with Children	\$ 394.00	\$ 116.00	\$ 1.30	\$ 511.30	\$ 6,135.60
Family	\$ 713.00	\$ 116.00	\$ 1.30	\$ 830.30	\$ 9,963.60
Family with Emp. Spouse	\$ 713.00	\$ 116.00	\$ 1.30	\$ 830.30	\$ 9,963.60
Basic Life Only	\$ 0.00	\$ 0.00	\$ 1.30	\$ 1.30	\$ 15.60

Active Employees 70 Years of Age and Older:

Employee Only	\$ 290.00	\$ 116.00	\$ 1.00	\$ 407.00	\$ 4,884.00
Employee with Children	\$ 394.00	\$ 116.00	\$ 1.00	\$ 511.00	\$ 6,132.00
Family	\$ 713.00	\$ 116.00	\$ 1.00	\$ 830.00	\$ 9,960.00
Family with Emp. Spouse	\$ 713.00	\$ 116.00	\$ 1.00	\$ 830.00	\$ 9,960.00
Basic Life Only	\$ 0.00	\$ 0.00	\$ 1.00	\$ 1.00	\$ 12.00

Average to be used for substitutes **\$ 7,306.91**

Note: For personnel who are listed multiple times on the personnel list, for convenience, report the full amount of the PEIA premium for each listing. DO NOT prorate the PEIA premium amount among the various listings, as is required for the contracted salaries. The program that produces the PEIA summary report will eliminate duplicate entries to arrive at the total PEIA premium paid for each individual.

- r. **ACCOUNT CODE** - Report the full dimension account code from which each employee's salary is paid, including the fund and program/function codes. The account code comes from the position inventory in HMS first or the employee assignment record in EMS. An edit report is available to ensure that the account code is the same in both systems.
- s. **FUNDG (Funding Source) CODE** - Report the funding source code from which each employee's salary is paid using the following codes:

<u>Funding Source Code</u>	<u>Source</u>	<u>Description</u>
1	State Aid to Schools	Salary funded through state aid to schools
2	State Grants	Salary funded through special state grants other than basic state aid
3	Federal Grants	Salary funded through federal grants
4	County	Salary funded by county board
7	Donations	Salary funded through donations from businesses or non-profit agencies
8	Other Sources	Salary funded through reimbursements from other agencies or other sources not listed

NOTES:

For individuals listed in state aid eligible positions employed with Step 7, Child Nutrition, or Medicaid reimbursement funds, report the funding source code as "1", state aid to schools.

For instructors in the Junior Reserve Officers Training Corps (JROTC) program, if a county board is receiving reimbursements from the military for the salaries of these individuals, report the pro-rata portion of the salaries as Funding Source 3 - Federal.

For personnel who are employed in position codes that are not eligible for state aid funding, such as position codes 107 or 108, report the funding source code as something other than "1".

For ESC employees, use the appropriate funding source, such as "2" for state grants or "3" for federal grants. For ESC employees funded through fees paid by participating county boards of education, the employees should be reported as funding source 8. Do not use funding source 4 for ESC employees.

All personnel employed by using Federal Stimulus Funding, whether new employees or employees who have been retained as a result of the additional funding, are to be coded using Funding Source Code 3, Federal Grants.

- t. **THREE-STEP SALARY INCREASE:** Report all math and special education teachers who are eligible for a three-step salary increase with the following codes:

<u>Code</u>	<u>Description</u>	<u>Z-Addenda Code</u>
0	Not eligible	None
1	Math with typical three step increase	ZMATH or ZMAT20
2	Math with three step increase including years 3 and 4	ZMATH4
3	Special Education with typical three step increase	ZSPED or ZSPE20
4	Special Education with three step increase including years 3 and 4	ZSPED4
5	Math Special Education Teacher with typical six step increase	ZMSPED, ZMSP20
6	Math Special Education Teacher with six step increase including years 3 and 4	ZMSP4

The default code for all employees will be 0, and the presence of one of the Z-addenda codes in an employee's records will trigger one of the other eligible codes.

With the passage of HB 206 during the 2019 special legislative session, WVC §18A-4-2(d) was modified to state the following: "Effective July 1, 2019, each classroom teacher providing math instruction in the teacher's certified area of study for at least 60 percent of the time the teacher is providing instruction to students shall be considered to have three additional years of experience only for the purpose of the salary schedule set forth in subsection (b) of this section; Provided, That for any classroom teacher who satisfies these requirements and whose years of experience plus the three additional years due to them exceeds the years of experience provided for on the salary schedule shall be paid the additional amount equivalent to three additional years of experience notwithstanding the maximum experience provided on the salary schedule."

HB206 also modified WVC §18A-4-2(e) to state the following: "Effective July 1, 2019, each classroom teacher certified in special education and employed as a full-time special education teacher shall be considered to have three additional years of experience only for the purposes of the salary schedule set forth in subsection (b) of this section: Provided, That for any classroom

teacher who satisfies these requirements and whose years of experience plus the three additional years due to them exceeds the years of experience provided for on the salary schedule shall be paid the additional amount equivalent to three additional years of experience notwithstanding the maximum experience provided on the salary schedule.”

There will be some rare instances when a math teacher is assigned to teach math solely to special education students. In those instances when the teacher meets the eligibility criteria for both three-step increases, the individual will receive a six-step increase. Please note that this does not apply to a regular math classroom teacher that may have some students with IEPs in their class.

Because the state minimum salary tables contained in WVC §18A-4-2(b) have a larger increase between years 3 and 4 on the salary tables than in the other years on the table, different codes were developed to help identify individuals that will receive that higher increase so the state aid funding can be calculated appropriately.

For those county boards of education who have the \$600 salary increase for twenty years of experience built into their salary schedules and wish to utilize a separate Z-addenda code for those individuals, **optional** codes have been created for use in that situation. County boards of education are **NOT** required to separately identify the individuals where the three-step bump brings them to 20 years of experience, but can use the optional codes for tracking if desired.

To assist county boards with identifying which code is appropriate based on a qualified employee’s actual years of experience, see the chart below:

<u>Actual Years of Experience</u>	<u>Math Z-Addenda Code</u>	<u>Special Education Z-Addenda Code</u>	<u>Math Special Education Teacher</u>
0	ZMATH	ZSPED	ZMSPED
1-3	ZMATH4	ZSPED4	ZMSP4
4+	ZMATH	ZSPED	ZMSPED
17-19	ZMAT20	ZSPE20	ZMSP20

- u. **ENDORSEMENT CODE (MATH AND SPECIAL EDUCATION ONLY):** For those employees who are identified in the Three-Step Salary Increase field as having a value of 1, 2, 3, or 4, report the applicable math or special education endorsement for the employee. The endorsement code provided should be the endorsement code that verifies the employee is fully-certified in the content area in which they are providing instruction. The endorsement code can only be associated with a certificate code of 21, 22, 23 or 65.

The appropriate endorsement codes for special education are as follows:

- 4100 Mental Retardation
- 4101 Behavioral Disorders
- 4102 Behavioral Disorders – Mild
- 4104 Severely/Profoundly Multi-Special Needs
- 4105 Specific Learning Disability
- 4106 Specific Learning Disability – Mild
- 4109 Severely/Profoundly Special Needs – Restricted
- 4111 BD Including Autism
- 4112 BD Excluding Autism
- 4113 Mental Impaired – Mild/Moderate
- 4115 Multi-Categorical

4116 Autism
4117 Deaf & Hard of Hearing
4120 Pre-School Special Needs
4121 Pre-School Special Needs –Restricted
4122 Pre-School Special Needs
4123 Pre-School Developmentally Delayed
4201 Physically Special Needs
4202 Hearing Impaired
4203 Visually Impaired
4500 Gifted

The appropriate endorsement codes for math are as follows:

1900 Mathematics
1905 Math through Algebra I
1908 Geometry
1910 Math 1 Authorization
1950 Integrated Mathematics (Algebra I)
3600 Elementary Education**
3601 Early Childhood**
3602 Primary**
3603 Early Education**
3605 Multi-subjects**

**These math endorsement codes will only be utilized for specific circumstances where an elementary teacher is teaching math for more than 60% of their instructional day. The majority of elementary education teachers will not meet that criteria and will not be eligible for the three-step increase to require the inclusion of the endorsement code on the Certified List of Personnel
For individuals that are eligible for the six-step increase for being a special education math teacher, please enter the appropriate math endorsement code in the Endorsement Code field. Those individuals must actually be certified in both math and special education to be eligible for the six-step increase, but the field can only hold one code.

**POSITION CODES
FOR THE 2021-22 YEAR**

- (*) **102 Superintendent** - The professional educator who serves as the chief executive officer of the county board of education.
- (*) **103 Deputy, Associate, or Assistant Superintendent** – A professional educator who is employed as an assistant to the superintendent.
- 104 Administrative Assistant** - A staff member who meets the definition of professional personnel in WVC §18A-1-1, possesses at least a bachelor's degree from an accredited institution of higher learning, and is assigned to perform activities assisting the superintendent, deputy, associate, or assistant superintendent in performing his or her assigned activities. (Not employed as an assistant superintendent).
- 105 Attorney/Counsel** – A staff member who meets the definition of professional personnel in WVC §18A-1-1, possesses at least a Juris Doctor (J.D.) degree from an accredited institution of higher learning, and is employed as the attorney or legal counsel for the county.
- (*) **106 Director/Manager (Instructional)** – A professional educator who is assigned to direct or manage programs and activities for instructional purposes, including directors of federal programs. Examples: Director of Special Education, Director of Vocational Education, Director of Elementary or Secondary Instruction, or Director of Federal Programs. Do not list a director/coordinator of supportive services or director/coordinator of community or adult education under this position code. Use the appropriate codes for these positions.
- 107 Director/Coordinator (Supportive Services)** - A staff member who meets the definition of professional personnel in WVC §18A-1-1, possesses at least a bachelor's degree from an accredited institution of higher learning, and is assigned to direct or manage programs or activities in supportive services. Examples of supportive services are: business and finance, other than the chief school business official, child nutrition other than the child nutrition director, maintenance and operations, personnel, public relations, purchasing and transportation. Include under this position those who are directors of community education programs.
- 108 Treasurer/Chief School Business Official** - A staff member who meets the definition of professional personnel in WVC §18A-1-1, possesses at least a bachelor's degree from an accredited institution of higher learning, and is employed as the treasurer/chief school business official of the board.
- 109 Child Nutrition Director** - A staff member who meets the definition of professional personnel in WVC §18A-1-1, possesses at least a bachelor's degree from an accredited institution of higher learning, and is employed as the child nutrition director of the board.
- 110 Adult Program Coordinator** – A staff member who meets the definition of professional personnel in WVC §18A-1-1, possesses at least a master's degree from an accredited institution of higher learning, and is assigned to coordinate or manage programs or activities for adult programs including Adult Basic Education (ABE) and Public Service Training.
- (*) **111 Principal, Elementary** - A professional educator who as an agent of the board has responsibility for the supervision, management and control of a school classified as an elementary school by state or local practice.
- (*) **112 Principal, Middle/Junior High** - A professional educator who as an agent of the board has responsibility for the supervision, management and control of a school comprised of grades between elementary and high school.

- (*) **113 Principal, High** - A professional educator who as an agent of the board has responsibility for the supervision, management and control of a school comprised of any span of grades beginning with the next grade following an elementary, middle or junior high school, if there is such a school, and ending with or below grade 12. This includes three-year and four-year vocational and technical high schools.
- (*) **114 Principal, Combined** - A professional educator who as an agent of the board has responsibility for the supervision, management and control of a school comprised of any span of grades ending with or below grade 12 that cannot be classified as elementary, middle/junior, or high school.
- (*) **115 Associate/Assistant Principal, Elementary** - A professional educator who is assigned to assist the principal in the supervision, management and control of a school classified as an elementary school by state or local practice.
- (*) **116 Associate/Assistant Principal, Middle/Junior High** - A professional educator who is assigned to assist the principal in the supervision, management and control of a school comprised of grades between elementary and high school.
- (*) **117 Associate/Assistant Principal, High** - A professional educator who is assigned to assist the principal in the supervision, management and control of a school comprised of any span of grades beginning with the next grade following an elementary, middle, or junior high school, if there is such a school, and ending with or below grade 12. This includes three-year and four-year vocational and technical high schools.
- (*) **118 Associate/Assistant Principal, Combined** - A professional educator who is assigned to assist the principal in the supervision, management and control of a school comprised of any span of grades ending with or below grade 12 that cannot be classified as elementary, middle/junior, or high school.
- (#) **119 Head Teacher** - A professional educator who as an agent of the board has responsibility for the supervision, management and control of a school who also is assigned as a classroom teacher for at least a portion of each day.
- (#) **125 Academic Coach** - A professional educator who is assigned to provide information and guidance to other instructional staff members and to demonstrate effective teaching techniques in actual classrooms to improve teacher quality and who may also have a direct instructional relationship with students.
- (*) **201 Curriculum Specialist** - A professional educator who has expertise in a specialized field and is assigned to provide information and guidance to other instructional staff members to improve the curriculum. This position includes the curriculum consultant, curriculum supervisor, transformation specialist, and school improvement.
- (#) **202 Technology Integration Specialist** – A professional educator who has expertise in the technology field, is assigned to model and promote 21st Century learning by integrating technology into the curriculum, and who may also have a direct instructional relationship with students. *Do not include technology systems specialists who do not have a teaching certificate under this position code; use instead Position Code 310.*
- (#) **203 Librarian** - A professional educator who is assigned to direct and manage the operation of a school library and who may also have a direct instructional or counseling relationship with students.
- (#) **204 Remedial Specialist** - A professional educator who is assigned to perform activities concerned with correcting or improving specifically noted deficiencies (such as deficiency in content previously taught but not learned) which are not due to impairment of mental or physical ability.

- (@) **205 Counselor, Elementary** - A professional educator who holds a valid school counselor's license in accordance with WVC §18A-3-1 et seq. and who is assigned to work with elementary school students in providing developmental, preventive and remedial guidance and counseling programs.
- (@) **206 Counselor, Middle/Junior High** - A professional educator who holds a valid school counselor's license in accordance with WVC §18A-3-1 et seq. and who is assigned to work with middle/junior high school students in providing developmental, preventive and remedial guidance and counseling programs.
- (@) **207 Counselor, High** - A professional educator who holds a valid school counselor's license in accordance with WVC §18A-3-1 et seq. and who is assigned to work with high school students in providing developmental, preventive and remedial guidance and counseling programs.
- (@) **208 Counselor, Combined** - A professional educator who holds a valid school counselor's license in accordance with WVC §18A-3-1 et seq. and who is assigned to work with students in a school comprised of any span of grades ending with or below grade 12 that cannot be classified as elementary, middle/junior, or high school in providing developmental, preventive and remedial guidance and counseling programs.
- (#) **210 Classroom Teacher, Pre-Kindergarten** - A professional educator who has a direct instructional relationship with pre-kindergarten students, spending the majority of time in this capacity.
- (#) **211 Classroom Teacher, Kindergarten** - A professional educator who has a direct instructional relationship with kindergarten students, spending the majority of time in this capacity.
- (#) **212 Classroom Teacher, Elementary** - A professional educator who has a direct instructional relationship with elementary students, spending the majority of time in this capacity.
- (#) **213 Classroom Teacher, Middle/Junior High** - A professional educator who has a direct instructional relationship with middle/junior high students, spending the majority of time in this capacity, including alternative education instructors.
- (#) **214 Classroom Teacher, High School** - A professional educator who has a direct instructional relationship with high school students, spending the majority of time in this capacity, including alternative education instructors and option pathways instructors.
- (#) **215 Classroom Teacher, Special Education** - A professional educator who has a direct instructional relationship with special education students, spending the majority of time in this capacity.
- (#) **216 Classroom Teacher, Homebound** - A professional educator who has a direct instructional relationship with homebound students, spending the majority of time in this capacity.
- (#) **217 Classroom Teacher, Vocational (K-12)** - A professional educator who has a direct instructional relationship with K-12 vocational students, spending the majority of time in this capacity.
- 218 Teacher, Vocational (Post Secondary)** - A professional educator who has a direct instructional relationship with post secondary vocational students, spending the majority of time in this capacity.
- 219 Teacher, Vocational (Adult)** - A professional educator who has a direct instructional relationship with adult vocational students which includes ABE and SPOKES programs, spending the majority of time in this capacity.
- 220 Teacher, Community Education** - A professional educator who has a direct instructional relationship with community education students, spending the majority of time in this capacity.

- (#) **221 JROTC Instructor, Middle/Junior High** - A professional educator who has a direct instructional relationship with middle/junior high school students and who is assigned to provide specialized training in Junior Reserve Officer Training Corps (JROTC) subjects, spending the majority of time in this capacity.
- (#) **222 JROTC Instructor, High School** - A professional educator who has a direct instructional relationship with high school students and who is assigned to provide specialized training in Junior Reserve Officer Training Corps (JROTC) subjects, spending the majority of time in this capacity.
- (#) **230 Permanent Substitute, Elementary** - A professional educator who is employed full-time to perform the duties of a day-to-day elementary school substitute teacher.
- (#) **231 Permanent Substitute, Middle/Junior High** – A professional educator who is employed full-time to perform the duties of a day-to-day junior high/middle school substitute teacher.
- (#) **232 Permanent Substitute, High** - A professional educator who is employed full-time to perform the duties of a day-to-day high school substitute teacher.
- (#) **240 Speech Language Pathologist** - A professional educator who holds a valid certificate in accordance with WVC §18A-3-1 et seq. and who is assigned to work with students in providing speech language pathologist services.
- (#) **241 Speech Assistant** – A professional educator who holds a bachelor’s degree and only conducts specific components of a speech and language delivery program under the direction and guidance of a certified speech language pathologist.
- 250 Curriculum Enrichment Instructor** – A staff member who meets the definition of professional personnel in WVC §18A-1-1, possesses at least a bachelor’s degree from an accredited institution of higher learning, has expertise in a specialized area, and is assigned to provide curriculum/cultural enrichment instruction in a highly specialized program area, such as performing arts, professions, or career/technical education specializations in accordance with a locally adopted policy that provides assurance that such staff member does not replace a fully certified professional educator.
- 251 Adult Program Specialist** – A staff member who meets the definition of professional personnel in WVC §18A-1-1, possesses at least a bachelor’s degree from an accredited institution of higher learning, and is assigned to provide specialized support under an adult program such as Public Service Training, SPOKES or TANF. This position code should be used for TANF Assessment Administrators.
- (*) **275 Activities Director** – A professional educator who is assigned to direct or manage co-curricular or extra-curricular educational programs.
- 306 Dentist** - A staff member licensed as a dentist who performs duties associated with that profession.
- 308 Professional Accountant** - A staff member who meets the definition of professional personnel in WVC §18A-1-1, possesses at least a bachelor’s degree from an accredited institution of higher learning including 24 semester hours of coursework in accounting, and is employed as an accountant working in the central business office under the direct supervision of the treasurer/chief school business official of the board.
- 310 Technology Systems Specialist** – A staff member who meets the definition of professional personnel in WVC §18A-1-1, possesses at least an associate’s degree from an accredited institution of higher learning, has expertise in the technology field, meets the certification requirements of the WVDE, and is employed to support and maintain local area networks,

servers, computer workstations, or other computer related systems or technologies.

- 315 Physician** - A staff member licensed as a physician who performs duties associated with that profession.
- (@) **317 Psychiatrist** - A staff member licensed as a psychiatrist who performs duties associated with that profession.
- (#) **318 Psychologist** - A professional educator assigned to evaluate and analyze pupils' behavior by measuring and interpreting their intellectual, emotional, and social development, and diagnosing their educational and personal disabilities.
- 319 Registered Nurse (Below AB)** - A registered professional nurse who is licensed by the West Virginia board of examiners for registered professional nurses and who works under the supervision of a school nurse to provide specialized health care to students.
- 320 School Nurse (Below AB)** - A registered professional nurse who has completed a two-year or three-year nursing program and is licensed by the West Virginia board of examiners for registered professional nurses and holds either a permanent authorization or first class permit as a school nurse.
- (@) **321 School Nurse (AB)** - A registered professional nurse who has a baccalaureate degree and is licensed by the West Virginia board of examiners for registered professional nurses and holds either a permanent authorization, first class permit, or professional service certificate as a school nurse.
- (#) **322 Attendance Director** - A professional educator assigned to direct and manage programs to promote regular school attendance.
- (@) **323 Attendance Officer** - A professional educator who is assigned to perform activities concerned with promoting regular school attendance.
- (@) **324 Social Worker** – A non-teaching staff member who meets the definition of professional personnel in WVC §18A-1-1, possesses at least a bachelor's degree from an accredited institution of higher learning, and is assigned to provide various professional social work services, activities or methods as defined by the State Board for the benefit of students.
- (@) **325 Truancy Diversion Specialist** – A non-teaching staff member who meets the definition of professional personnel in WVC §18A-1-1, who oversees the local Truancy Diversion Initiative and works cooperatively with community school staff, the probation department, the Circuit Court, school districts, law enforcement, and other agencies to effectively intervene and redirect youth towards positive school attendance.
- (@) **326 Student Social and Emotional Support Specialist** – A staff member who meets the definition of professional personnel in §18A-1-1; possesses at least a bachelor's degree from an accredited institution of higher learning, and who provides direct social and/or emotional support to students.
- 330 Professional Educational Interpreter** - A staff member who meets the definition of professional personnel in WVC §18A-1-1; possesses at least a bachelor's degree from an accredited institution of higher learning; is registered with the West Virginia Commission for the Deaf and Hard of Hearing; possesses a National Interpreter Certificate (NIC) issued by the Registry of Interpreters for the Deaf, Inc., has passed the Educational Interpreter Performance Assessment exam with a performance assessment score of 3.6 or higher, or holds the Quality Assurance Screen (QAS) level III or above; and is employed to provide interpreter services to students.
- 331 Physical Therapist** - A staff member who meets the definition of professional personnel in WVC §18A-1-1, possesses at least a bachelor's degree from an accredited institution of higher

learning, is licensed as a physical therapist, and provides physical therapy services to eligible students.

- 332 Occupational Therapist** - A staff member who meets the definition of professional personnel in WVC §18A-1-1, is licensed as an occupational therapist, and provides occupational therapy services to eligible students.
- 335 Athletic Trainer** - A staff member who meets the definition of professional personnel in WVC §18A-1-1, is licensed by the National Athletic Trainers Association Board of Certification, and provides athletic training services to eligible students.
- 403 Dental Hygienist** - A staff member who meets the definition of professional personnel in WVC §18A-1-1, possesses at least a bachelor's degree from an accredited institution of higher learning, is licensed as a dental hygienist, and performs duties associated with that profession.
- 405 Audiologist** - A staff member who meets the definition of professional personnel in WVC §18A-1-1, possesses at least a bachelor's degree from an accredited institution of higher learning, is licensed as an audiologist, and performs duties associated with that profession.
- 408 Psychometrist** - A staff member who meets the definition of professional personnel in WVC §18A-1-1, possesses at least a bachelor's degree from an accredited institution of higher learning, and is assigned to perform activities concerned with measuring the intellectual, social, and emotional development of pupils through the administration and interpretation of psychological tests. These activities are usually carried out under the direction or supervision of a psychologist or related professional.

NOTES:

- (*) Denotes those positions defined as being professional educators, per WVC §18-9A-2.
- (#) Denotes those professional educators who are defined as professional instructional personnel per WVC §18-9A-2. These include:
- Classroom teachers (including speech language pathologists)
 - Librarians
 - Attendance directors
 - School psychologists
- (@) Denotes those professional personnel who are defined as professional student support personnel in WVC §18-9A-2. These include:
- School counselors
 - School nurses with baccalaureate degrees and who are licensed by the West Virginia Board of Examiners for Registered Professional Nurses.
 - Professional personnel that provide direct social and emotional support to students
 - Professional personnel that address chronic absenteeism

Classroom teachers are defined per WVC §18A-1-1 as those professional educators who have a direct instructional or counseling relationship with pupils, spending the majority of their time in this capacity. This has been interpreted by various superintendent interpretations to include: head teachers, classroom teachers,

JROTC instructors, academic coaches, speech language pathologists, speech assistants, counselors, librarians, remedial specialists, permanent substitutes, and technology integration specialists.

This is also the same group of positions for which the \$3,500 salary supplement funded by the State under the Public School Support Program (PSSP) for possessing the national certification from the National Board of Professional Teaching Standards is provided and also the \$600 salary supplement for the classroom teachers who have at least 20 years of experience.

The \$2,500 salary supplement applies to speech language pathologists, audiologists, counselors, school psychologists, or school nurses, but only 115 new personnel in these positions are eligible for the supplement each year. According to State Board Policy 5202, §23.4.c.2, only applicants who are employed in the West Virginia public schools system in speech language pathology, audiology, counseling, school psychology, or school nursing at the time of application are eligible for the salary supplement or reimbursement of expenses funded by the State.

**PROFESSIONAL PERSONNEL
LISTING OF LICENSURE CODES
FOR THE 2021-22 YEAR**

A. TYPE OF CERTIFICATE OR PERMIT CODES:

<u>Code No.</u>	<u>Professional Administrative Certificates</u>
01	Professional Administrative Certificate
02	Permanent Professional Administrative Certificate
<u>Code No.</u>	<u>Alternative Certificates</u>
19	Alternative Teaching Certificate
<u>Code No.</u>	<u>Paraprofessional Certificates</u>
14	Permanent Paraprofessional Certificate
16	Initial Paraprofessional
<u>Code No.</u>	<u>Professional Certificates</u>
21	Initial Professional Teaching Certificate
22	Professional Teaching Certificate
29 *	Professional Teaching Certificate - Provisional (NTE)
31	Initial Professional Student Support
32	Professional Student Support
<u>Code No.</u>	<u>Career/Technical Education (CTE) Certificates</u>
42	CTE Certificate
43	Temporary CTE Certificate
<u>Code No.</u>	<u>Authorizations</u>
49	Provisional Temporary Authorization
50	Temporary Authorization
51 *	Middle Childhood Authorization
52	Out-of-Field Authorization
54	School Nurse Authorization
55	School Business Official
57 *	CTE Administrative Authorization - Permanent
58	Adult Education Authorization
59	Permanent Authorization
60 *	Honors and Advanced Education Authorization
<u>Code No.</u>	<u>Advanced Credential</u>
30	Advanced Credential
<u>Code No.</u>	<u>Temporary Certificates</u>
09	Provisional Administrative Certificate
23	Provisional Professional Certificate

Note: An asterisk (*) indicates that the licensure code is no longer issued by the West Virginia Department of Education, however, the code is a valid certificate code, if currently held.

**PROFESSIONAL PERSONNEL
LISTING OF LICENSURE CODES
FOR THE 2021-22 YEAR**

A. TYPE OF CERTIFICATE OR PERMIT CODES (CONTINUED):

<u>Code No.</u>	<u>Temporary License</u>
20	Statement of Eligibility
89	Adult License (ABE Only)

<u>Code No.</u>	<u>Teaching Permits</u>
61	Restricted First-Class Full-Time Permit
65	Permit for Non-US Citizen
75	Clinical Teacher of Record Permit
81	First Class / Full-Time Permit
85	Adult Permit
87	First Class / Full-Time Career/Technical Education
90	Long Term Substitute
97	Career/Technical Education - Substitute
99	Short Term Substitute
8P	Restricted Pre-Professional Certificate
RS	Restricted Substitute

B. SPECIAL SUFFIX CODES FOR CERTIFICATES AND PERMITS:

<u>Code No.</u>	<u>Type</u>
1	Original
2	Renewal
4	Permanent

Note: An asterisk (*) indicates that the licensure code is no longer issued by the West Virginia Department of Education, however, the code is a valid certificate code, if currently held.

**PROFESSIONAL PERSONNEL
VALID LICENSURE CODES FOR POSITIONS
FOR WHICH CERTIFICATION IS REQUIRED
FOR THE 2021-22 YEAR**

<u>Position</u>	<u>Title</u>	<u>Certification Codes</u>
102	Superintendent	01, 02, 09, 61, 81, 8P
103	Assistant Superintendent	01, 02, 09, 21, 22, 23, 31, 32, 61, 81, 8P
106	Director/Manager (Instructional)	01, 02, 21, 22, 23, 31, 32, 57, 59, 8P
108	Treasurer/Chief School Business Official	50, 55, 59
109	Child Nutrition Director	50, 59
111	Principal, Elementary	01, 02, 09, 61, 81, 8P
112	Principal, Middle/Junior High School	01, 02, 09, 61, 81, 8P
113	Principal, High School	01, 02, 57 ⁽¹⁾ , 09, 61, 81, 8P
114	Principal, Combined School	01, 02, 09, 61, 81, 8P
115	Associate/Ass't Principal Elementary School	01, 02, 09, 61, 81, 8P
116	Associate/Ass't Principal Middle/Junior High School	01, 02, 09, 61, 81, 8P
117	Associate/Ass't Principal High School	01, 02, 57 ⁽¹⁾ , 09, 61, 81, 8P
118	Associate/Ass't Principal Combined School	01, 02, 09, 61, 81, 8P
119	Head Teacher	01, 02, 09, 21, 22, 23, 61, 65, 81, 8P
125	Academic Coach	21, 22, 23, 29, 59 ⁽²⁾ , 65, 8P
201	Curriculum Specialist	01, 02, 09, 21, 22, 23, 61, 65, 81, 8P
202	Technology Integration Specialist	21, 22, 23, 30 ⁽³⁾ , 50
203	Librarian	21, 22, 23, 52, 61, 65, 81, 90, 99, 8P, RS
204	Remedial Specialist	21, 22, 23, 52, 59, 61, 65, 81, 90, 99, 8P, RS
205	Counselor, Elementary	23, 31, 32, 61, 81, 90, 99, 8P, RS
206	Counselor, Middle/Junior High School	23, 31, 32, 61, 81, 90, 99, 8P, RS

Notes – (1) The CTE administrative authorization, Licensure Code 57, is valid for principals and assistant principals of career/technical education centers only. (2) The permanent authorization, Licensure Code 59, is valid for positions 125 and 210 through 215 only when a valid teaching certificate, licensure codes 21 or 22, is possessed. (3) The advanced credential, Licensure Code 30, is valid for positions 202 and 214; but for position 214, the advanced credential is valid only when a valid teaching certificate, licensure codes 21 or 22, is possessed.

**PROFESSIONAL PERSONNEL
VALID LICENSURE CODES FOR POSITIONS
FOR WHICH CERTIFICATION IS REQUIRED (CONTINUED)
FOR THE 2021-22 YEAR**

<u>Position</u>	<u>Title</u>	<u>Certification Codes</u>
207	Counselor, High School	23, 31, 32, 52, 61, 81, 90, 99, 8P, RS
208	Counselor, Combined	23, 31, 32, 52, 61, 81, 90, 99, 8P, RS
210	Classroom Teacher, Pre-kindergarten	21, 22, 23, 29, 52, 59 ⁽²⁾ , 61, 65, 75, 81, 90, 99, 8P, RS
211	Classroom Teacher, Kindergarten	21, 22, 23, 29, 52, 59 ⁽²⁾ , 61, 65, 75, 81, 90, 99, 8P, RS
212	Classroom Teacher, Elementary	21, 22, 23, 29, 52, 59 ⁽²⁾ , 61, 65, 75, 81, 90, 99, 8P, RS
213	Classroom Teacher, Middle/Junior High	19, 21, 22, 23, 29, 52, 59 ⁽²⁾ , 61, 65, 75, 81, 90, 99, 8P, RS
214	Classroom Teacher, High School	19, 21, 22, 23, 29, 30 ⁽³⁾ , 52, 59 ⁽²⁾ , 61, 65, 75, 81, 90, 99, 8P, RS
215	Classroom Teacher, Special Education	19, 21, 22, 23, 29, 52, 59 ⁽²⁾ , 61, 65, 75, 81, 90, 99, 8P, RS
216	Classroom Teacher, Homebound	21, 22, 23, 29, 52, 61, 65, 81, 90, 99, 8P, RS
217	Classroom Teacher, CTE (K-12)	21, 22, 23, 42, 43, 52, 61, 81, 87, 90, 97, 99, RS
218	Teacher, CTE (Post-Secondary)	21, 22, 23, 42, 43, 61, 81, 85, 87, 89, 90, 97, 99, RS
219	Teacher, CTE Adult	21, 22, 23, 42, 43, 85, 87, 89
220	Teacher, Community Ed	21, 22, 23, 42, 43, 85, 89
221	JROTC Instructor, Middle/Junior High	50
222	JROTC Instructor, High School	50
230	Permanent Substitute, Elementary	21, 22, 23, 29, 65, 90

Notes – (1) The CTE administrative authorization, Licensure Code 57, is valid for principals and assistant principals of career/technical education centers only. (2) The permanent authorization, Licensure Code 59, is valid for positions 125 and 210 through 215 only when a valid teaching certificate, licensure codes 21 or 22, is possessed. (3) The advanced credential, Licensure Code 30, is valid for positions 202 and 214; but for position 214, the advanced credential is valid only when a valid teaching certificate, licensure codes 21 or 22, is possessed.

**PROFESSIONAL PERSONNEL
VALID LICENSURE CODES FOR POSITIONS
FOR WHICH CERTIFICATION IS REQUIRED (CONTINUED)
FOR THE 2021-22 YEAR**

<u>Position</u>	<u>Title</u>	<u>Certification Codes</u>
231	Permanent Substitute, Middle/Junior High	21, 22, 23, 29, 65, 90
232	Permanent Substitute, High School	21, 22, 23, 29, 65, 90
240	Speech Language Pathologists	23, 31, 32, 61, 65, 81, 90, 99, 8P, RS
241	Speech Assistant	50
250	Curriculum Enrichment Instructor	50
275	Activities Director	01, 02, 19, 21, 22, 23, 29, 31, 32, 42, 43, 52, 59, 61, 65, 81, 87, 90, 97, 99, 8P, RS
308	Professional Accountant	50, 55
310	Technology Systems Specialist	50, 59
318	Psychologist	31, 32, 61, 65, 81, 8P
319	Registered Nurse	50, 59, 61, 81
320	School Nurse (Below AB)	54, 59, 61, 81
321	School Nurse (AB)	*31, 32, 50, 54, 59, 61, 65, 81, 90, 99, RS
322	Attendance Director	01, 02, 23, 31, 32, 52, 61, 65, 81, 8P
323	Attendance Officer	01, 02, 21, 22, 23, 31, 32, 52, 61, 65, 81, 8P
330	Professional Educational Interpreter	14
335	Athletic Trainer	31, 32, 50

Notes – (1) The CTE administrative authorization, Licensure Code 57, is valid for principals and assistant principals of career/technical education centers only. (2) The permanent authorization, Licensure Code 59, is valid for positions 125 and 210 through 215 only when a valid teaching certificate, licensure codes 21 or 22, is possessed. (3) The advanced credential, Licensure Code 30, is valid for positions 202 and 214; but for position 214, the advanced credential is valid only when a valid teaching certificate, licensure codes 21 or 22, is possessed.