

# WVBE-Approved Alternative Certification Programs

West Virginia Department of Education  
July 15 & 19, 2016



# Technical Assistance Webinar Implementation of Alternative Certification (AC) Programs

Office of Educator Effectiveness and Licensure (OEEL)

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## Candidate Recruitment

### *Inquiries from Individuals about Alternative Certification*

- *School districts* are the program providers & provide information about alternative certification opportunities in their districts. (Goal is to match identified district shortage of certified teachers to the qualifications of inquirers)
- *OEEEL staff* may provide general information about state-required eligibility criteria and the alternative certification process, *but* refer inquirers to the district for program qualifications and employment opportunities
- [Teach West Virginia](#) Website
  - provides basic information about the alternative certification process & lists WVBE-approved AC programs
  - routes candidates to each school district's homepage for details about eligibility and employment

## Steps to Alternative Certification Candidacy

1. School district posts the position at least twice (total of 10 days) and no certified applicants have applied for the position
2. School district confirms candidate eligibility
3. School district analyzes candidate qualifications for the endorsement(s) sought which correlate with the position/subject area where there is a teacher shortage
4. After a discussion with the potential AC candidate that includes full disclosure of the AC process, the school district makes a formal offer of employment to the candidate for the posted position
5. The applicant and school district apply to WVDE for an *Alternative Teaching Certificate* - Form 25
6. Qualifying applicants receive an *Alternative Teaching Certificate* and enroll into the school district's state-approved alternative certification program



## Candidate *Eligibility* - All Candidates

- Hold at least bachelor's degree from a regionally accredited institution of higher education including a minimum 2.5 GPA
- Meet general requirements of Policy 5202 (18 years of age; US citizen; good moral character; physically, mentally and emotionally qualified, clear background check)
- Hold documentation verifying passing scores on **WVBE-required Praxis CASE basic skills** or qualify for/present evidence for an exemption
- Receive formal offer of employment in the critical area in which an endorsement is sought (i.e. mathematics, special education multi-categorical).

# **Qualifications**

## *General Education Candidates*

### **Evidence of content proficiency**

- Passing scores on WVBE-required Praxis exam(s) for the endorsement sought
  - Candidates seeking licensure for endorsements which have no required content exam identified in the *West Virginia Licensure Testing Directory* may be enrolled upon districts' careful analysis of academic content preparation.
  - Endorsements that have no WVBE-required Praxis assessment for content may **not** be obtained through alternative certification unless their academic major coursework is in the subject of the endorsement sought providing solid evidence of content proficiency.
- Relevant academic or occupational qualifications (academic major, etc.)

# ***Qualifications***

## ***Special Education Candidates***

- Candidates interested in becoming a special education teacher *are not required* to hold an academic major in a subject area/topic taught in WV public schools.
- Districts' WVBE-approved special education programs of study provide content for special education to selected candidates.
- At the conclusion of the special education program of study, special education candidates will be required to prove special education content proficiency as part of the state-approved AC program by passing the required special education content Praxis exam(s).

## Endorsements

- Districts may **ONLY** recommend candidates for licensure in endorsements identified in their WVBE-approved program(s) of study
- Candidates seeking licensure for endorsements in grades 5-9 must *also* seek an additional endorsement (in grades 5-9 or other programmatic levels)



## Initial Alternative Teaching Certificate

- The initial alternative teaching certificate is required and serves as a temporary credential that authorizes a candidate to enroll and participate in the AC program of study to seek initial licensure.
- The district superintendent and the AC candidate make application to the OEEL using application Form 25. The school district submits the completed application via the WVEIS system.
- Application should be made after the candidate has received a formal, AC offer of employment. The Alternative Teaching Certificate must be issued/granted before the AC participant may enter the classroom.
- Validity Period — The initial Alternative Teaching Certificate is issued for one year and may be renewed twice with satisfactory progress.



REV 20160714

## Form 25 — Initial Alternative Teaching Certificate

Social Security Number: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

### APPLICANT

Y	N	I have made a commitment to complete all requirements of the identified West Virginia Board of Education (WVBE) approved alternative certification program.(Policy 5901)
Y	N	I understand that I must continue to make satisfactory progress throughout the program in order to qualify for renewal of the alternative teaching certificate. I understand that I must meet the complete WVBE requirements (Policy 5202) before I will be issued an initial West Virginia Professional Teaching Certificate.

### SCHOOL DISTRICT

Name of the WVBE Approved Alternative Certification Program:	Projected AC Program Enrollment Date:
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Requested Endorsement(s):	1. Endorsement:	2. Endorsement:	3. Endorsement:
Requested Grade Level(s)	1. Grade Levels:	2. Grade Levels:	3. Grade Levels:

### ELIGIBILITY AND QUALIFICATIONS CRITERIA

Y	N	Applicant meets general requirements identified in Policy 5202, Section 9.1.	<b>GENERAL EDUCATION APPLICANTS ONLY:</b>		
Y	N	Applicant holds a bachelor's degree or higher from a regionally accredited institution of higher education with the required minimum cumulative GPA. (Official Transcripts Attached) (Refer to Policy 5202, Section 9.8.a)	Y	N	Applicant has passed all required <b>content</b> Praxis exam(s) for the requested endorsement area(s) (Documentation Attached) Date the applicant completed all required test(s): _____
Y	N	Applicant holds documentation verifying passing scores on WVBE-required basic skills exam or qualifying exemption. (Scores submitted to WVDE) Date the applicant met this requirement: _____	<b>GENERAL EDUCATION APPLICANTS ONLY: (Select One)</b>		
			<input type="checkbox"/>	The applicant holds relevant <b>academic</b> qualifications that reasonably indicate the candidate will be competent to fill the teaching position. (Transcripts)	
			<input type="checkbox"/>	The applicant holds relevant <b>occupational</b> qualifications that reasonably indicate the candidate will be competent to fill the teaching position. (Submit form V10)	
Y	N	Applicant has been formally offered employment within a critical need and shortage area. The position has been posted at least twice or for a minimum ten-day period. No fully-qualified (certified) applicant has applied for the position. Projected employment date: _____	Describe occupational qualifications relevant to the content area(s):		

*I hereby certify and agree with the following statements: The applicant is offered employment through a WVBE-approved alternative certification program pursuant to WVBE Policy and West Virginia State Code. The school district as the program provider, will provide all required alternative certification coursework, supports, supervision, induction and mentoring leading to an initial professional teaching certificate, according to the school district's WVBE-approved alternative certification program. The applicant's academic or occupational qualifications reasonably indicate the candidate will be competent to fill the teaching position and the applicant has submitted qualifying documentation. The school district will immediately notify the WVDE if the applicant completes, leaves or is removed from the alternative certification program and provide copies of the comprehensive evaluation report. The school district shall renew the alternative program teacher's contract if the alternative program teacher continues to make satisfactory progress, except as provided in §18A-3-1f-e. The alternative teaching certificate may be renewed twice for a total of three years in the program. All required evidence and evaluative documentation for the alternative certification program will be made available to the WVDE upon request.*

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
School District

\_\_\_\_\_  
Date

# Form 25 - Academic or Occupational Qualifications General Education

- Applicants present documentation that *reasonably indicates* they will be competent to fill the teaching position.\* (§18A-3-1)
  - Relevant academic qualifications via official transcript OR
  - Relevant occupational qualifications (V10, DD214, etc.) \*\*
- The school district evaluates candidate qualifications (transcript evaluation and/or work experience) and recommends candidate for an alternative teaching certificate.
- Applicants present passing scores on WVBE-required Praxis exam scores to document content proficiency.

\**“Reasonably indicate”* means possessing an academic major or occupational experience/expertise that is the same as or similar to the endorsement subject that the AC candidate is being hired to teach.

\*\*V10 is a WVDE form for documenting work experience and that requires a notary signature.



## Program of Study & Support Guidelines

- Adhere to the district's approved program of study for **all** participants
- AC participants, while credentialed with the Alternative Teaching Certificate, must remain in the position for which they were hired and are seeking an endorsement
- Refer to the WVDE WVSIPP Guidelines for supporting beginning teachers and the district's West Virginia Support Plan for Improving Professional Practice ([WVSIPP](#))



# Support, Observation, Supervision of AC Participants

- Training of Professional Support Team is required (according to the district's approved AC program)
- *Intensive support required* consistent with district's WVSIPP Plan for supporting, supervising, inducting and mentoring a beginning teacher §18A-3C-3
- Comprehensive Documentation Required
  - Forms used by the Professional Support Team should narrate frequency & duration of support and provide a description of observation, mentoring & support. Documentation should reflect accuracy/actual implementation.
    - Dates should be recorded if different from the calendar of events in the proposal.

## Renewal of Alternative Teaching Certificate

- Participants are required to achieve at least satisfactory progress in the AC program of study.
- Participants are required to achieve “satisfactory” educator evaluations.
- *Alternative Teaching Certificate* may be renewed twice for a total of three years.

### Form 25R — Renewal of the Alternative Teaching Certificate

Social Security Number: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

#### School District

Name of the WVBE-Approved Alternative Certification Program:

Y	N	The applicant continues to be enrolled in the WVBE-approved alternative certification program identified on his or her initial application for an Alternative Teaching Certificate and has made satisfactory progress in the program of study.
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Y	N	The applicant continues to be employed in the same critical need and shortage endorsement area identified on his or her initial application for an Alternative Teaching Certificate.
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Y	N	The applicant has received satisfactory evaluations pursuant to W. Va. Code §18A-2-12.
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*I hereby certify and agree with the following statements: The applicant is employed through a WVBE-approved alternative certification program pursuant to WVBE Policy and West Virginia State Code. The school district as the program provider, will provide all required alternative certification coursework, supports, supervision, induction and mentoring leading to an initial professional teaching certificate, according to the school district's WVBE-approved alternative certification program. The applicant's academic or occupational qualifications reasonably indicate the candidate will be competent to fill the teaching position and the applicant has submitted qualifying documentation. The school district will immediately notify the WVDE if the applicant completes, leaves or is removed from the alternative certification program and provide copies of the comprehensive evaluation report. All required evidence and evaluative documentation for the alternative certification program will be made available to the WVDE upon request.*

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
County

\_\_\_\_\_  
Date



## Culmination of the program of Study

- ALL participants must present passing scores on the Principles of Learning and Teaching (PLT)
- Special Education participants must also present passing scores on the Special Education Content Exam
- Documentation of successful completion of AC program of study required with initial licensure application for ALL participants (ex. transcript, professional development certificate(s), etc.)
- “Approved” rating on the Comprehensive Evaluation Report



# Comprehensive Evaluation Report

- Required for submission with application for initial teaching license upon completion of the program
- Required to send to the OEEL if and when an individual fails to complete the program (Ex. AC teacher quits or is removed from the program)
- School district keeps record of each individual's comprehensive evaluation report for all AC participants whether or not they are program completers



REV 20160622

**Form 25C — Comprehensive Evaluation Report for Alternative Certification**

**Alternative Certification Program Participant**

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

**School District**

**Name of the West Virginia Board of Education (WVBE) Approved Alternative Certification Program:**

<b>Requested Endorsement(s):</b>	1. Endorsement:	2. Endorsement:	3. Endorsement:
<b>Requested Grade Level(s)</b>	1. Grade Levels:	2. Grade Levels:	3. Grade Levels:

**Recommendation: (Select ONLY ONE of the following three options)**

<b>Approved:</b> Recommend issuance of a professional teaching certificate. The alternative certification program participant has completed all the requirements of the WVBE approved alternative certification program identified above. (Official Transcript and/or Certificate of Completion with the completion date is attached)
<b>Insufficient:</b> Recommend a professional teaching certificate <b>NOT</b> be issued at this time, but recommend the candidate be allowed to seek re-entry in the future to a WVBE-approved alternative program. Identify the Insufficiency: _____ Final Date of Participation: _____
<b>Disapproved:</b> Recommend a professional teaching certificate <b>NOT</b> be issued and that the candidate <b>NOT</b> be allowed to enter into another WVBE-approved alternative program in this state, but not to be prohibited from pursuing teacher certification through other WVBE approved programs for the education of teachers in West Virginia. Reason for this recommendation: _____ Final Date of Participation: _____

**Documentation for Recommendation**

Y N	The approved education provider holds all required documentation/evidence necessary to support the recommendation identified in this report. All required evidence and evaluative documentation for the alternative certification program will be made available by the school district to the WVDE upon request.
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**Alternative Certification Program Participant**

My signature certifies that the program provider has provided me a copy of the comprehensive evaluation report and has offered information regarding the recommendation.

\_\_\_\_\_  
 Alternative Certification Program Participant Date

**Required Signatures for Evaluation Report**

*I hereby certify and agree with the following statements: I have collaborated with the partners of this approved program and support the recommendation identified on this report. The alternative program teacher has received a copy of the comprehensive evaluation report and certification recommendation prior to submitting this application to the State Superintendent. The applicant has been notified and understands the right to appeal and the appeal process.*

\_\_\_\_\_  
 Employing School District Superintendent County Date

\_\_\_\_\_  
 Additional Member of the Professional Support Team Date Principal Date

## Conversion from the Alternative Teaching Certificate to the Initial Professional Teaching Certificate

- Must complete the state approved alternative certification program
- Must complete all required Praxis Exams
- Must have “approved” recommendation on the comprehensive evaluation report
- Must maintain at least an overall cumulative GPA of 2.5 for all coursework attempted

## Required AC Records

School district must maintain detailed and accurate records for the purpose of:

- State Data Collection
  - Federal Title II reporting of non-IHE alternative certification educator preparation
  - State Review of AC programs of study



# Resources Regarding Alternative Certification

- WVDE Alternative Certification Guidance Document
- State Code (§18A-3-1f; §18A-3-1h)
- WVBE Policy 5901
- WVBE Policy 5202
  - Alternative Teaching Certificate (§126-136-15)
  - Initial Professional Teaching Certificate (§126-136-15.7)



## Contact Information:

West Virginia Department of Education  
Office of Educator Effectiveness and Licensure

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<http://wvde.state.wv.us/certification/>