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# ALTERNATIVE CERTIFICATION

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CABELL COUNTY SCHOOLS

# ALTERNATIVE CERTIFICATION

West Virginia currently has four pathways available for those interested in pursuing a teaching career: 1) traditional, 2) alternative county-based/approved, 3) alternative state approved, 4) alternative WVDE approved.

Each of these four pathways have specific and unique criteria that must be met before a candidate can begin the process of obtaining a teaching certificate. This document will provide additional information to those interested in obtaining an *alternative* teaching certificate.

## Traditional Option

- Option 1- Teacher Certification through an Institution of Higher Education

## Alternative Option(s):

- Option 2- Cabell County GROW Educators
- Option 3- State Approved
- Option 4- West Virginia Department of Education (WVDE).

Alternative certification is an “alternate” pathway to teacher certification to fill critical need and shortage areas in West Virginia public schools by those who hold a Bachelor’s Degree and meet the minimum grade point average (GPA) requirement of 2.5. School districts may offer employment to eligible individuals for positions that have been posted at least twice (for a minimal ten-day period) and for which no fully certified applicant has applied in a high need/critical shortage area and meet the eligibility requirements listed below. Upon successful completion of an Alternative Certification program, which includes assessments and evaluations, candidates may be recommended for a Provisional Teaching Certificate by a school district. Individuals with a Provisional Teaching Certificate may then work to meet conversion criteria for a full initial Professional Teaching Certificate.

Please note that since Options 2, 3, and 4 have different pathways to obtaining an alternative teaching certificate, each will have a variance of admission/eligibility requirements. In order to decide which alternative teaching option will be best for you, please refer to the information provided in this document. You will need to decide what subject area and grade levels interest you and then after reading over the three alternative options, determine which will best meet your needs in obtaining an alternative teaching certificate.

\*Option 2 is unique to Cabell County Schools, with specific guidelines for the subject areas limited to those in the Cabell County Critical Needs Policy. A candidate must have a Bachelor’s Degree (2.5 GPA or higher) related to one of the critical need areas. For those interested in teaching Special Education under Option 2, one must simply have a Bachelor’s Degree in any subject area, which includes a four year Regency Degree and minimum GPA of 2.5.

For additional information on Alternative Certification, please refer to WVBE Policy 5901: Alternative Certification Programs for the Education of Teachers.



## **OPTION 2: Cabell County Alternative Certification Program: GROW Educators**

Cabell County is fortunate to employ both fully certified teachers, as well as those seeking alternative certificates. Through a partnership with the WV Department of Education, The Cabell County G.R.O.W Educators Program falls under Option 2, which is an alternative certification teaching program that combines an online learning component, with additional support of a face-to-face mentors, as well as a professional support team.

With Option 2, a candidate **MUST** first meet the requirement of holding a Bachelor's Degree and have maintained an overall GPA of 2.5, receive an offer of employment through Cabell County Schools, as well as receive approval through the Cabell County Board of Education, meeting county and state hiring requirements as set forth in policy. Candidates accepted into the district's approved alternative certification program may hold an Alternative Teaching Certificate and teach while completing the program of study/coursework that is provided at no cost to the candidate through Cabell County Schools.

Candidates who choose this route to alternative certification must have applied and been recommended for a position in Cabell County in a critical need area (per Cabell County Policy 3120.12) that posted twice and had no fully certified teachers and possess a Bachelor's Degree in a field related to one of the following subject areas: Art, Music, Physical Education, Health, English, Science (Biology, Chemistry, Earth/Space, Physics), Mathematics, Social Studies, Spanish, and Special Education, which was posted at least twice with no certified candidates.

For those interested in teaching Special Education under Option 2, one must simply have a Bachelor's Degree in any subject area, which includes a four year Regency Degree and minimum GPA of 2.5. The candidate is responsible for all costs in regards to the required PRAXIS exams, as well as costs toward the two Autism courses through Marshall University (if obtaining certification in Special Education as applicable in the job posting), and, in addition, is responsible for all costs of employment requirements (ex: background check, drug screening). Candidates have up to three years to complete the program.

\*Completion of this program will lead to a Non-Transferable Teaching License to teach in WV only. Applicants who wish to obtain a transferable teaching license would have to pass a nationally-normed Teacher Performance Assessment (TPA).

For additional information on the Cabell County Schools Alternative Certification GROW program, please refer to page 3 of this brochure.

***(Option 2) Disclaimers:*** Licensure issued by the Office of Certification requires applicants to complete State and Federal Bureau of Investigation criminal background checks. This summary information does not supersede WVBE policy or State Code requirements. Individuals who are enrolling in, participating in or completing WVBE Alternative Certification Programs may become eligible to apply for licensure only as described in WVBE Policy 5202. Individuals who enroll or participate in the program are subject to WVBE Policy 5202 requirements, which include U.S. Citizenship or submitting qualifying documentation of a valid Permanent Resident Card, Employment Authorization Document (EAD), or work permit issued by the United States Citizenship and Immigration Services (USCIS) to qualify for licensure. A school or county may not continue to employ alternative program teachers unless they make satisfactory progress in the alternative certification program for which they are enrolled.

**Cabell County Schools GROW Alternative Certification Program (OPTION 2)  
Alternative Permit/Certification to a full Professional Teaching Certificate**

*Forms or requirements may change according to updates to state code, legislation, and/or state/county policies. Any changes will be shared with applicants prior to the effective date of the changes.*

**1. QUALIFICATIONS/REQUIREMENTS TO BE CONSIDERED FOR GROW:**

For the Cabell County Schools GROW Alternative pathway to certification, a candidate must hold a Bachelor's degree with an overall grade point average- GPA- of 2.5:

- a. Must take/pass Basic Skills PRAXIS CASE/CORE (Reading, Writing, Math) before being recommended for name to appear on a Board agenda.
  - i. Those being recommended for a Special Education position must take/pass the Special Education PRAXIS during the first year of the GROW coursework.
  - ii. Those who are being recommend for a specific content/subject area listed as critical needs within the GROW program (ex: Math, English, Art, etc) must have a Bachelor's in that particular subject area and must take/pass the content PRAXIS (in addition to the Basic Skills PRAXIS) before being recommended for name to appear on a Board agenda.
- b. If a candidate has a Bachelor's GPA of 3.0+ OR has a Master's degree, then the candidate is exempt from taking the Basic Skills PRAXIS.

**2. APPLICATION**

Apply for a position that has been posted twice with no fully certified candidates (no candidates possess a professional teaching certificate)

**3. RECOMMENDATION**

Must receive recommendation from the school principal and faculty senate for a position in order to move forward with a recommendation from the Superintendent for the candidate's name to appear on Board agenda for approval.

**4. CERTIFICATION (4-year process)**

Once Board approved, complete paperwork with the Professional Personnel Office.

Certification paperwork includes:

- a. Cabell County Schools commitment form in completing the GROW alternative program within the county's two-year window for GROW (which includes coursework with the county's Department of Curriculum/Instruction), as well as a new teacher induction program (TIP). Additional information is included on the attached commitment form.
- b. Complete FORM 25 for **Initial Alternative Teaching Permit/Certificate (non-transferable)** through the WVDE. This initial non-transferable certificate (permit) is basically a "ticket in the door" in moving toward a full professional teaching certificate. This certificate will need to be renewed twice or more, depending on your start date for GROW, completing a FORM 25R through the WVDE.

- c. Once the GROW requirements are fully met in the two-year program and the candidate is recommended to the Superintendent for completion, the following steps will occur:
  - i. The candidate will apply for a **\*Provisional Alternative Teaching Permit/Certificate** (non-transferable) through WVDE, completing Form 20P and Form 25C
    - 1. *\*Please note: This provisional non-transferable certificate/permit must be held by the candidate for a minimum of two years.*
  - ii. FORM 20PR will need to be filled out at the end of the first year to renew for the following year.
  - iii. During the 2 years the candidate is on the non-transferable Provisional Alternative Teaching Certificate, he/she will need to complete \*6 hours of college credit to have the certificate changed to the next level, Professional Teaching Certificate.  
*\*\*The 6 hours of coursework can include either two 3-hour teacher renewal courses through WV Learns or 6 hours of education coursework through an accredited college or university with a 3.0 or higher in both courses before being eligible to convert to a full Professional Teaching Certificate.*

5. **COMPLETION**

After completing all certification requirements listed under 4b and 4c, a candidate may qualify to convert to a full **\*Professional Teaching Certificate** (and one that is transferable) if they have successfully completed a nationally normed Teacher Performance Assessment (such as edTPA or PPAT). The candidate will need to complete a FORM 20C through the WVDE for his/her Professional Teaching Certificate. \*It is at this point a candidate may add PRAXIS content tests to their certificate to reflect additional endorsements since they now hold a full Professional Teaching Certificate.

6. **RENEWAL**

Once the candidate holds a full WV **Professional Teaching Certificate**, he/she is responsible for certification renewal per the guidelines set forth in WVBE Policy 5202.

## **OPTION 3: State Approved Coursework Alternative Certification**

The coursework providers for Option 3 include: 1) American Board, 2) i-Teach, 3) Teach for America Appalachia, and 4) Teach Now, 5) MathTrack, and 6) New Jersey Center for Teaching and Learning.

With this option, you do not need to contact the county in which you are seeking employment, nor do you have to have current employment with a particular county- you simply contact any of the four coursework providers listed below to get started. While these options are not affiliated with the WVDE, should you have additional questions, please feel free to reach out to Tabettha Gillispie, WVDE Coordinator of Alternative Certification Services at [tabetha.gillispie@k12.wv.us](mailto:tabetha.gillispie@k12.wv.us)

\*Completion of this program will lead to a Non-Transferable Teaching License to teach in WV only. Applicants who wish to obtain a transferable teaching license would have to pass a nationally-normed Teacher Performance Assessment (TPA).

Please contact the specific provider for admission requirements.

The four coursework providers for Option 3 include:

### **1. American Board: American Board for Certification of Teacher Excellence Program**

Summary: Approved by the WVBE on September 8, 2021, American Board provides a state-approved, online initial teacher certification program for the specific endorsement areas listed below:

Biology 9-Adult, Chemistry 9-Adult, English 5-9, English 5-Adult, Elementary Education K-6, General Science 5-9, General Science 5-Adult, Algebra I 5-Adult, General Math Through Algebra I 5-9, Mathematics 5-Adult, Physics 9-Adult, Social Studies 5-9, Social Studies 5-Adult, Multi-Categorical (E/BD, MI, SLD, excluding Autism) K-6 and Multi-Categorical (E/BD, MI, SLD, excluding Autism) 5-Adult.

The cost to program participants is advertised at a price of \$1,900.00. American Board is not nationally accredited or affiliated with an institution of higher education. Therefore, the completion of the program's courses does not result in college credit. While the program is self-paced, generally candidates complete the program within seven to ten months. The program does not require successful completion of a clinical experience (student teaching). The program provider's homepage may be accessed at <https://www.americanboard.org>

### **2. iTeach: iTeach-WEST VIRGINIA**

Summary: Approved by the WVBE on April 13, 2022, iTeach provides a state-approved, online initial teacher certification program for the specific endorsement areas listed below:

Algebra I 5-Adult, Art PreK-Adult, Biology 9-Adult, Business Education 5-Adult, Business Education/Marketing 5-Adult, Chemistry 9-Adult, Chinese PreK-Adult, Early Childhood Education K-4, Early Education PreK-K, Earth and Space Science 5-Adult, Elementary Education K-6, English 5-9, English 5-Adult, English as a Second Language PreK-Adult, Family and Consumer Science 5-Adult, French PreK-Adult, General Mathematics through Algebra I 5-9, General Science 5-9, General Science 5-Adult, Geometry 5-Adult, German PreK-Adult, Health PreK-Adult, Japanese PreK-Adult, Latin PreK-Adult, Marketing 5-Adult, Mathematics 5-Adult, Music PreK-Adult, Oral Communications 9-Adult, Physical Education PreK-Adult, Physics 9-Adult, Russian PreK-Adult, Social Studies 5-9, Social Studies 5-Adult, Spanish PreK-Adult, Technology Education 5-Adult, Wellness PreK-Adult, Emotional/Behavior Disorders K6, Emotional/Behavior

Disorders 5-Adult, Intellectual Disabilities K-6, Intellectual Disabilities 5-Adult, MultiCategorical (E/BD, MI, SLD, excluding Autism) K-6, and Multi-Categorical (E/BD, MI, SLD, excluding Autism) 5-Adult.

The cost to program participants is advertised at an approximate price of \$3,050.00. iTeach is accredited by the Council for the Accreditation of Educator Preparation (CAEP) and is not affiliated with an institution of higher education. Therefore, the completion of the program's courses does not result in college credit. However, iTeach has indicated that there is a process offered to program completers which may allow them to receive up to 12 hours of credit in the American College of Education's master's degree program. Six instructional courses are completed in a linear fashion. iTeachWESTVIRGINIA utilizes a curriculum delivered virtually and no clinical experience is required. Mastery of the coursework must be demonstrated by achieving an 80 or higher on each assessment and a score of two or higher in each assignment prior to the participant progressing into the subsequential instructional course. The program is designed to take nine months from start to completion, but may take up to two years if an extension is approved, which requires a renewal fee of \$325. Program fees will be provided on the iTeachWESTVIRGINIA website and are reviewed in the introductory course, which requires completion of a detailed letter of agreement prior to program admission. The program provider's homepage may be accessed at <https://www.iteach.net> .

### 3. Teach for America Appalachia

Summary: Approved by the WVBE on March 8, 2023, Teach for America Appalachia provides a state-approved, initial teacher certification program with in-person and online requirements for the specific endorsement areas listed below:

Algebra I 5-Adult (AD), American Sign Language PreK-AD, Art PreK-AD, Biology 9-AD, Business Education 5-AD, Business Education/Marketing 5-AD, Chemistry 9-AD, Chemistry/Physics 9-AD, Chinese PreK-AD, Earth and Space Science 5-AD, Early Childhood Education K-4, Elementary Education K-6, English 5-AD, English as a Second Language PreK-AD, French PreK-AD, General Math through Algebra I 5-9, General Science 5-AD, Geometry 5-AD, German PreK-AD, Health PreK-AD, Japanese PreK-AD, Latin PreK-AD, Marketing 9-AD, Mathematics (Comprehensive) 5-AD, Music PreK-AD, Oral Communications 5-AD, Physical Education PreK-AD, Physics 9-AD, Russian PreK-AD, Social Studies 5-AD, Spanish PreK-AD, Technology Education 5-AD, Wellness PreK-AD, Emotional/Behavioral Disorders K-6, Emotional/Behavioral Disorders 5-AD, Intellectual Disabilities K-6, Intellectual Disabilities 5-AD, Multi-Categorical K-6, Multi-Categorical 5-AD, and Specific Learning Disabilities K-6.

Teach for America Appalachia is NOT affiliated with an institution of higher education. Therefore, the completion of the program's courses does not result in college credit. TFAA utilizes a combination of online and in-person training to prepare teachers for initial certification. The curriculum consists of pre-work assignments which participants complete over the course of several weeks between February and June. Participants who are successful in completing the required pre-work assignments are approved for an approximately six-week practicum experience with professional development sessions taking place during June and July (requiring virtual and in-person commitments). Program participants are responsible for acquiring appropriate permit(s) in accordance with WVBE Policy 5202 for participation in the practicum.

Program participants who successfully complete the two-year period of support may be considered successful program completers. Successful program completers must meet all WVBE Policy 5202 requirements to apply for a Provisional Professional Teaching Certificate, including all applicable testing requirements of the WV Licensure Testing Directory (e.g., basic skills, content and professional education testing). The program's homepage may be accessed at <https://www.teachforamerica.org/where-we-work/appalachia> .

- 4. Teach Now: Teach-Now Teacher Preparation Certification Program -Moreland University**  
Summary: Approved by the WVBE on October 13, 2021, Teach-Now provides a state-approved and online initial teacher certification program for the specific endorsement areas listed below:

Chinese 5-Adult, Elementary Education K-6, English 5-9, English 5-Adult, English as a Second Language PreK-Adult, General Science 5-9, General Science 5-Adult, Japanese 5-Adult, Mathematics (Comprehensive) 5-Adult, Social Studies 5-Adult, Spanish 5-Adult, Multi-Categorical (E/BD, MI, SLD, excluding Autism) K-6 and Multi-Categorical (E/BD, MI, SLD, excluding Autism) 5-Adult.

The cost to program participants is advertised at an approximate price of \$6,000.00 with an additional \$200.00 nonrefundable registration fee. Moreland University is nationally accredited by the Council for the Accreditation of Educator Preparation (CAEP) (which is recognized by the Council for Higher Education Accreditation), and the Distance Education Accrediting Commission. Therefore, the completion of the program's courses may result in college credit. The program requires successful completion of a clinical experience (student teaching) and does not guarantee a clinical placement for every candidate as the program participant is responsible for finding a school that will accept their placement. Individuals participating in the clinical experience must be appropriately licensed by [WVDE Certification Services](#) and a memorandum of understanding between the county and Teach-Now must be approved prior to the clinical experience occurring. An approved documented agreement between Teach-Now and the school of placement is also required. The university offers opportunities to acquire a master's degree in education through additional cost and efforts of the participant. Generally, candidates complete the program within nine to twelve months. The program provider's homepage may be accessed at <https://moreland.edu/teacher-certification> .

**5. MathTrack**

Summary: Approved by the WVBE on February 14, 2024, MathTrack provides a state-approved, online initial teacher certification program for the specific endorsement area listed below:

Mathematics 5-Adult

Please note that [MathTrack](#) is **not** nationally accredited and MathTrack University is not a regionally accredited institution of higher education. Therefore, the completion of the program's courses does not result in college credit. Generally, candidates complete the program between twelve and fifteen months, but there are ways to request time extension(s) (fees may apply). The coursework offers both mathematics content and pedagogical training. The program offers two possible tracks, with one including a residency experience (student teaching) and one not including a residency. More information can be found at <https://mathtrack.co/>

**6. New Jersey Center for Teaching and Learning**

Summary: Approved by the WVBE on April 9, 2024, The New Jersey Center for Teaching and Learning (NJCTL) provides a state-approved, online initial teacher certification program for the specific endorsement areas listed below:

Mathematics 5-Adult, General Mathematics Through Algebra I 5-9, Physics 9-Adult, Biology 9-Adult, Chemistry 9-Adult and General Science 5-Adult.

Please note that the NJCTL is not a regionally accredited institution of higher education. Therefore, the completion of the program's courses does not result in college credit. The expected duration of the program, as stated by NJCTL, is between 6 and 18 months. The coursework offers both content and pedagogical training.



**(Option 3) Disclaimers:** Licensure issued by the [Office of Certification](#) requires applicants to complete State and Federal Bureau of Investigation criminal background checks. Individuals using these programs are subject to WVBE Policy 5202 requirements for possessing U.S Citizenship or submitting qualifying documentation of a valid Permanent Resident Card, Employment Authorization Document (EAD), or work permit issued by the United States Citizenship and Immigration Services (USCIS) to qualify for licensure. This summary information does not supersede WVBE policy or State Code requirements. Complete licensure requirements are subject to change and as identified in WVBE Policy 5202 at <http://wvde.state.wv.us/policies/> and the [West Virginia Licensure Testing Directory](#). The WVDE is not affiliated with any of the program providers listed above and is not responsible for participant experiences or outcomes associated with participation in these programs.



## **OPTION 4: WVDE Alternative Certification**

The providers of this program include five Institutions of Higher Education: 1) WVU, 2) Wheeling, 3) West Liberty, 4) Bluefield, and 5) Glenville State University. Content endorsements for specific subjects and grade levels for Option 4 alternative teaching license can be found in the [West Virginia Licensure Testing Directory](#).

Coursework completed through West Liberty and Bluefield include a Teacher Performance Assessment (TPA) in the program that will lead to a Transferable Teaching License. The candidate must hold a current Substitute Teaching Permit to qualify for West Liberty or Bluefield programs.

Coursework completed through WVU, Wheeling, and Glenville will receive a Non-Transferable Teaching License to teach in WV only. Applicants wanting to obtain a transferable teaching license would have to pass a nationally normed Teacher Performance Assessment (TPA).

Candidates must first make an application to the WVDE, located under **Step 4** in this section and must pass the content Praxis and CORE Praxis, unless the candidate meets the exemptions listed on pages 3 and 4 in the [West Virginia Licensure Testing Directory](#).

Candidates do not have to be employed by a county board of education when enrolled in one of these programs but may be employed while taking the coursework if all requirements have been met for holding a permit through WVBE Policy 5202, as well as all hiring requirements set forth by policy.

Requirements for this option are located under “Qualifications for Option 4” in this document.

Should you have additional questions, please feel free to reach out to Tabettha Gillispie, WVDE Coordinator of Alternative Certification Services at [tabetha.gillispie@k12.wv.us](mailto:tabetha.gillispie@k12.wv.us)

The coursework providers for Option 4 include:

### **1. West Virginia University (WVU)**

Summary – WVU provides approved online coursework aligned to a semester-based schedule. Generally, candidates complete the program within 16 weeks, but the maximum amount of time allowed is one year. Program participants must successfully complete both C&I 602 and C&I 688, providing qualifying documentation with eligible grades to the WVDE. For complete cost and coursework details, please contact Dr. Matthew Campbell at [mpcampbell@mail.wvu.edu](mailto:mpcampbell@mail.wvu.edu)

### **2. Wheeling University (WU)**

Summary – WU provides approved online coursework. Generally, candidates complete the program within one semester, but the maximum amount of time allowed is one year. Program participants must successfully complete both EDUC-232 and either EDUC 309 or EDUC 310-311-312, providing qualifying documentation with eligible grades (“B” or higher in each course) to the WVDE. For complete cost and coursework details, please contact Dr. Dianna Vargo at [dvargo@wheeling.edu](mailto:dvargo@wheeling.edu)

### 3. **West Liberty University (WLU)**

Summary – WLU provides approved online coursework. Program participants must possess a minimum of a 2.75 overall cumulative GPA and a valid Substitute Teaching Permit issued by the WVDE to be approved for enrollment in this coursework option. Participants must successfully complete EDUC 518 with a grade of “B” or higher to receive qualifying credit towards licensure and provide documentation to the WVDE. As part of successfully completing the course West Liberty University requires that participants be fully responsible for meeting clinical experience requirements which include, but are not limited to, achieving a grade of 80% on the West Virginia Teacher Performance Assessment (WVTPA). Program participants may not complete their teacher performance assessment and clinical placement(s) outside of West Virginia. Generally, candidates complete the program within one semester, but the maximum amount of time allowed is one year. For complete cost and coursework details, please contact Dr. Nicole Ennis at [nicole.ennis@westliberty.edu](mailto:nicole.ennis@westliberty.edu)

### 4. **Bluefield State College**

Summary – Bluefield State College provides approved online coursework. Program participants must hold a valid Substitute Teaching Permit and successfully complete both EDUC 496 and EDUC 497, a clinical experience with the West Virginia Teacher Performance Assessment, the Teaching Portfolio, and the Lesson Planning Portfolio with a grade of “C” or better. Participants are also rated on 4 observer evaluations (a weekly evaluation, professional dispositions, K-6 CAEP evaluation, and a WVPTS evaluation) and must receive ratings of “Emerging” or better in all categories. Qualifying documentation with eligible grades must be submitted to the WVDE. For complete cost and coursework details, please contact Dr. Terene Stiltner at [tstiltner@bluefieldstate.edu](mailto:tstiltner@bluefieldstate.edu)

### 5. **Glenville State University (GSU)**

Summary – GSU provides approved online coursework. Program participants must successfully complete both EDUC 310 and EDSP 334, providing qualifying documentation with eligible grades (“C” or higher in each course) to the WVDE. Program participants must also maintain a minimum overall cumulative GPA of 2.5 as required by WVBE Policy 5202. For complete cost and coursework details, please contact Glenville State University Coursework: Mrs. Connie Stout O’Dell at [connie.stout@glenville.edu](mailto:connie.stout@glenville.edu)

### 6. **Southern Regional Education Board Alternative Certification Program**

Summary- A pilot program that provides math and science coursework aligned to WVBE approved pedagogical standards, the West Virginia Professional Teaching Standards, at a reduced cost as part of a two-year cohort.

The program prepares individuals with a bachelor’s degree from an accredited institution of higher education and minimum 2.5 GPA to successfully meet WVBE testing requirements as described in the WV Licensure Testing Directory for basic skills and eligible content area(s). Individuals who are certified and wish to expand their certifications to include math or sciences may also participate. Teachers participating in the pilot are available for interviews/surveys/focus group discussions regarding the different elements of the professional learning, with each activity focused on improving the quality of materials/services. These individuals will be subject to meeting additional requirements upon program completion, including qualifying outcomes on criminal history checks when they apply for a Professional Teaching Certificate.

## **Qualifications for Option 4:**

### **Step 1: Degree, GPA and Background**

Review your official transcripts to verify you have a minimum of a bachelor's degree from a regionally accredited institution of higher education and a 2.5 overall cumulative grade point average (GPA) or qualify for an exemption set forth in the West Virginia Licensure Testing Directory. You will need to request that e-transcripts be sent directly from the institution of higher education to the WVDE at [cert.transcripts.wvde@k12.wv.us](mailto:cert.transcripts.wvde@k12.wv.us) as part of the enrollment process. Individuals must be able to receive qualifying outcomes on background checks from the [Office of Certification Services](#). *Note: Sealed transcripts from the institutions of higher education may be acceptable if mailed to the Office of Certification Services.*

### **Step 2: Basic Skills and Content Testing**

Meet all testing qualifications of the West Virginia Licensure Testing Directory for basic skills and content of the endorsement you are seeking for submission when applying to enroll. Verifying documentation must be submitted to the WVDE as part of the enrollment process.

When scheduling Praxis exams, you may indicate you want the WVDE to receive scores automatically to provide evidence of satisfying this requirement. Be sure to check the list of testing exemptions (ex. bachelor's degree with a 3.0 GPA, ACT or SAT scores for basic skills) in the directory to see if qualifying documentation may be submitted in lieu of qualifying test scores. Official transcripts (sent directly from the IHE) may be used to verify degree or GPA exemptions. You may submit proof of exemptions to [cert.transcripts.wvde@k12.wv.us](mailto:cert.transcripts.wvde@k12.wv.us) (SAT, ACT, GRE scores, etc.). The WVDE Alternative Certification Program is approved for endorsements as described in the most current West Virginia Licensure Testing Directory.

### **Step 3: WVDE-Approved Coursework Options**

Individuals who wish to participate in the WVDE Alternative Certification Program must select one of the WVDE-approved coursework options listed from the five WVDE approved Institutes of Higher Ed (IHE) which may include additional supplementary requirements per the particular IHE for participation and/or successful completion.

### **Step 4 – Apply for Program Enrollment**

Upon reviewing information from the previous three steps, begin the enrollment process by clicking [here](#) to access the program application. You must respond to any notifications you receive for application holds, initiating the payment process, completing required background checks, etc. You may be able to review the application's status 2-4 business days after submitting it using the Certification Check Website. Individuals who are approved for enrollment into the program receive a notification letter via e-mail. This letter is required for enrollment into the required coursework.

### **Step 5 – Apply for Coursework Option Enrollment and Successful Completion of the Coursework**

Once an individual receives an enrollment approval notification letter, they become a program participant. Program participants must use their notification letter to contact the institution of higher education providing the WVDE-approved coursework option and enroll into the coursework for the next available period (ex. semester, etc.). Upon successful completion of the coursework option, the institution of higher education will notify the WVDE. Participants must request to have qualifying documentation sent to the WVDE verifying successful completion.

### **Step 6 – Additional Requirements and the Comprehensive Evaluation Report**

Program participants must meet additional requirements for acquiring the Provisional Professional Teaching Certificate to include the following:

Meet all testing qualifications of the West Virginia Licensure Testing Directory for Professional Learning (ex. Principles of Learning & Teaching). Any endorsement (content) specific trainings required by the WVDE. For example, the endorsements of Biology 9-Adult, Chemistry 9-Adult, Chemistry/Physics 9-

Adult, Earth & Space Science 5-Adult, General Science (5-9 or 5-Adult), Physics 9-Adult may require additional lab-based training(s) prior to being officially recommended for licensure. Please contact the Office of Educator Development and Support Services for complete details. Robert Mellace can be reached at [rmellace@k12.wv.us](mailto:rmellace@k12.wv.us) or 304-558-2699.

Individuals who have met all criteria for successful program completion may request a Comprehensive Evaluation Report by clicking here. Individuals will only receive an, "approved" rating on the report if they have met all requirements of WVBE Policy 5202 and W. Va. Code §18A-3-2a(a)(1)(B) for acquisition of the Provisional Professional Teaching Certificate. An approved rating on the Comprehensive Evaluation Report is required when applying for a non-transferrable Provisional Professional Teaching Certificate.

### **Step 7 – Successful Program Completion and Application for Initial Teaching Certification**

Successful completers of the WVDE Alternative Certification Program may apply for the Provisional Professional Teaching Certificate at <https://wvde.us/certification/certification-info/application-forms/> using Form 20WV. The form requires an official recommendation for licensure from a program official which can be acquired through the Office of Educator Development and Support Services.

*(Option 4) Disclaimers: Licensure issued by the Office of Certification requires applicants to complete State and Federal Bureau of Investigation criminal background checks. This summary information does not supersede WVBE policy or State Code requirements. Individuals who are enrolling in, participating in or completing WVDE Alternative Certification Programs may become eligible to apply for licensure only as described in WVBE Policy 5202 at <http://wvde.state.wv.us/policies/>, the West Virginia Licensure Testing Directory and W. Va. Code §18A-3-2a(a)(1)(B). W. Va. Code, WVBE Policy, testing and program requirements are subject to change at any time. Individuals who enroll into the program are subject to receiving a Comprehensive Evaluation Report with a rating of insufficient or disapproved at the WVDE's discretion and after one year of enrollment without successful completion of the program. The WVDE is not responsible for participant experiences and outcomes associated with participation in WVDE-approved coursework options but will recognize successful the completion of identified coursework options at WV IHEs for the purpose of meeting coursework requirements of the program for initial teacher certification. Individuals who enroll or participate in the program are subject to WVBE Policy 5202 requirements for possessing U.S Citizenship or submitting qualifying documentation of a valid Permanent Resident Card, Employment Authorization Document (EAD), or work permit issued by the United States Citizenship and Immigration Services (USCIS) to qualify for licensure. WV IHEs which would like to submit an application for approval of their coursework to be included in the WVDE Alternative Certification Program should contact Dr. Traci Tuttle at [traci.tuttle@k12.wv.us](mailto:traci.tuttle@k12.wv.us) or 304-558-3119.*