

# **West Virginia Alternative Certification Program Proposals**





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2015-2016**

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**West Virginia School District(s):**

1 _____	5 _____
2 _____	6 _____
3 _____	7 _____
4 _____	8 _____

**Partner(s):**

Select all which apply	Type of Partner	Identify the Partner(s)
	1. Regionally-accredited institution of higher education (IHE)	
	2. Regional Education Service Agency (RESA)	
	3. Entity affiliated with a regionally accredited institution of higher education (IHE)	Entity: IHE:
	4. West Virginia Department of Education (WVDE)	

**Note:** Please add additional districts, regionally accredited institutions of higher education, regional education service agencies or entities to this section as necessary.

**Name of the Alternative Certification Program** \_\_\_\_\_

**Specific type of Alternative Program Proposal** - Select one option or both options. While partners may apply using one application, each program will be considered a separate program. Contents of the program proposal must include all required information for each program.

	<b>A.</b> <i>Alternative Program for Classroom Teachers</i> - Individuals must hold a bachelor’s degree from an accredited institution of higher education, seeking a general education certification (subject/content area). §18A-3-1c
	<b>B.</b> <i>Additional alternative program to prepare highly qualified special education teachers</i> - Individuals must hold a bachelor’s degree from an accredited institution of higher education, seeking a special education certification. Requires compliance verification “4a. Program of Study – Special Education” submission requirements. §18A-3-1h

**Alternative Certification Program Proposal Components:**

- Submitted by the county school district to the Office of Educator Effectiveness and Licensure
- Submit the complete proposal as one PDF document with all required components in sequential order

Yes or N/A	Required Components of an Alternative Certification Program Proposal
	<p><b>1. Overview of the program</b> Describe the program. Identify the professional teacher certificate/ endorsement(s) and grade levels, etc. Include a projected start date.</p>
	<p><b>2. Candidate Eligibility, Recruitment &amp; Enrollment</b> Describe procedures for determining eligibility. Describe the candidate recruitment and enrollment processes of the program. Describe the candidate application process to WVDE for an alternative program teacher certificate including details of how, when, etc.</p>
	<p><b>3. Partner Roles &amp; Responsibilities</b> Describe the roles, responsibilities and expectations of each partner (identify applicable deadlines, forms and guidance).</p>
	<p><b>4. Program of Study (Required for all proposals)</b> Describe the coursework and/or staff development, delivery methods (include who, when and how instruction is delivered) and preparation for state-approved/ required competency exam(s), as guided by WVBE Policy 5901. See relevant information below:</p> <ul style="list-style-type: none"> <li>• minimum six semester hours of instruction to include, but not limited to:           <ul style="list-style-type: none"> <li>» student assessment, development and learning, curriculum, classroom management, use of educational computers and other technology, special education, diversity and school law OR</li> </ul> </li> <li>• minimum six staff development hours of instruction in each, but not limited to: student assessment, development and learning, curriculum, classroom management, use of educational computers and other technology, special education, diversity and school law. The staff development for the mentoring and induction/support component must be done in coordination with the West Virginia Center for Professional Development.</li> </ul>
	<p><b>4a. Program of Study – Special Education (if applicable)</b> If the alternative program is to prepare highly qualified special education teachers, it must include additional instruction for the delivery of instructional services to students with disabilities. Programs must also contain instruction focused on developing Individualized Education Plans (IEP) with WVBE content standards and objectives, differentiated instruction, school and IDEA law, behavioral interventions and supports, and preparation necessary to help the alternative program teacher meet the proficiency score(s) on the appropriate state competency exam(s) in special education content and the state competency exam(s) in pedagogy.</p>
	<p><b>4b. Program of Study – Elementary Grade Level Instruction (if applicable)</b> Alternative program teachers who will be teaching elementary school children must receive instruction in early literacy.</p>

	<p><b>4c. Program of Study – Instruction of Lab Based/Experiential Settings/Courses and Drivers Education (if applicable)</b></p> <p>Training and/or testing of instructors of lab based/experiential settings/courses requires a WVDE approved training/course(s) that includes, but is not limited to, the following topics: student and staff safety, lab safety, lab management, and instructional procedures for the lab setting. Program participants may be required to pass a WVDE approved assessment to demonstrate proficient knowledge and skills to safely and adequately teach in a lab setting. For Driver Education, program participants must also meet the requirements identified in W. Va. 126CSR136, WVBE Policy 5202, Minimum Requirements for the Licensure of Professional/Paraprofessional Personnel and Advanced Salary Classifications (Policy 5202), subsections 2-6 of section 21.1.c.</p>
	<p><b>5. Support and Observation</b></p> <p>Describe the frequency and duration of time requirements for professional support, observation (of the candidate by a supervisor and observation of a mentor or other experienced teacher(s) by the candidate), etc. Provide the form(s) to be used by members of the Professional Support Team when observing, modeling strategies, videoing instruction, evaluating, etc.</p>
	<p><b>6. Calendar of Events</b></p> <p>Document the timeline for required events (for program reports and evaluations). Include the expected beginning and completion times for instruction (courses and/or professional development), etc.</p>
	<p><b>7. Evaluation &amp; Recommendation for Licensure</b></p> <p>Describe the processes for submitting the final evaluation and recommendation of the alternative program teacher for licensure. Acknowledge the recipients, signatories, methods and appropriate document(s)/evidence to be used for final evaluation and recommendation. Include the assurance that the alternative program teacher understands his or her right to appeal and the appeal process. (Refer to WVBE Policy 5901, sections 6 &amp; 10 for guidance)</p>

## Partnership Agreement for an Alternative Certification (AC) Program

The AC partnership agreement is a written Memorandum of Understanding (MOU) that delineates how the partnership will conduct its alternative program, identifies the rights and responsibilities of each program partner, and includes signatures representing each partner. The AC partnership agreement is part of the program proposal and includes the following:

<b>Required Components of an Alternative Certification Program Agreement</b>	
	1. Procedures and criteria for determining eligibility to enroll in the alternative program
	2. Acknowledgment that vacancy is to be advertised at least twice (for a ten day period), and if no certified teacher applies, only then may the partnership consider enrolling a person in the alternative program
	3. Acknowledgment of the procedures and criteria for making a formal offer of employment to a person who is eligible to enroll in the alternative program
	4. A description of the categories, methods and sources of instruction that the alternative program will provide
	5. A description of the on-the-job training and supervision that the alternative program will provide
	6. A description of the academic and performance standards that an alternative program teacher shall satisfy to receive the partnership's recommendation that the State Superintendent issue a professional teaching certificate to the program completer. Include the description and rubrics of the three minimally-required performance assessments during the candidate's first year in the alternative certification program. (WVBE Policy 5901, section 8.1.c.1)
	7. A description of the selection and training of the professional support team and include a list of professional support team members and job titles. Acknowledge that the professional support team shall be trained by and in coordination with the West Virginia Center for Professional Development.
	8. A detailed description of provisions for determining tuition or other charges, if any, relating to an alternative program (guided by WVBE Policy 5901, section 8.1.j). A partnership may not impose charges for participation in an alternative program unless tuition or other charges are necessary to offset the partnership's cost of providing the alternative program.
	9. Acknowledgement that the employing school district will renew the alternative program teacher's contract as long as the alternative program teacher makes satisfactory progress. The alternative certificate may be renewed two times (for a total of three years).
	10. A description of any other provisions that the partners consider necessary or helpful to ensure that the alternative program operates in accordance with WV State Code and WVBE Policy.

**Assurance Statement**

Signatures verify the review and understanding of the guidance documents provided for Alternative Certification of teachers by the WVDE and agreement with all components of the Alternative Certification Program Proposal. Signatures also verify that the Alternative Certification Program Proposal is in compliance with WVBE Policy 5901 and West Virginia State Code requirements for the alternative certification of teachers.

**Alternative Certification Program Title** \_\_\_\_\_

**West Virginia School District(s):**

1	_____	_____	_____
	School District	Superintendent Signature	Date
2	_____	_____	_____
	School District	Superintendent Signature	Date
3	_____	_____	_____
	School District	Superintendent Signature	Date
4	_____	_____	_____
	School District	Superintendent Signature	Date
5	_____	_____	_____
	School District	Superintendent Signature	Date
6	_____	_____	_____
	School District	Superintendent Signature	Date
7	_____	_____	_____
	School District	Superintendent Signature	Date

**Partner(s) - Select all which apply:**

1	_____	_____	_____
	Regionally-accredited institution of higher education (IHE)	Authorized Official Signature	Date
2	_____	_____	_____
	Regional Education Service Agency (RESA)	RESA Executive Director	Date
3	_____	_____	_____
	Entity affiliated with a regionally accredited IHE	Authorized Official Signature	Date
4	_____	_____	_____
	West Virginia Department of Education	State Superintendent Signature	Date

**Note:** Please add additional district(s) and/or partner(s) to these assurance statements when applicable. All statements and signatures must appear on the same page.

**ONE VOICE**  
**ONE FOCUS**  
All Students Achieving



Michael J. Martirano, Ed.D.  
State Superintendent of Schools