Dear EPIC Educator,

This letter is a reminder that one or more of your areas of WV certification will expire on **6/30/2022.** You may visit https://wveis.k12.wv.us/certcheck/ to see a copy of your license. The WVDE will begin accepting renewal applications **after January 1, 2022.** Below is information that will help you prepare to submit for your renewal when you are ready.

As an educator providing services through EPIC, we require you to hold the same licensure as those educators employed directly through the county school systems. It is each educator's responsibility to meet any requirements needed to obtain or renew certification for the areas in which he/she is employed. That information (along with the necessary forms and fee schedule) can be found on the West Virginia Department of Education Certification website, which has recently been updated. The new link is https://wvde.us/certification/certification-info/application-forms/

PLEASE NOTE: ALL EPIC employees must choose EPIC as your "county of employment" on all certification applications. (DO NOT list the county where your classroom is located, or it will not be routed correctly, and you will have to redo it!) Pick EPIC to be EPIC! 😊

For some areas of licensure renewal, employees will submit paper applications through me. If this is the case, please print all forms landscape mode on separate sheets of paper; and complete them in BLUE ink. Professional teachers, professional administrators, and substitute teachers will be required to submit your application and supporting documentation through an online portal. User Guides for online application can be found at   https://wvde.us/certification/certification-info/#tab-d2d02f5fbd59ba95deb

If a copy of your transcript is needed for your renewal or conversion, you will need to have an official transcript sent to me at EPIC, so I have it for our records. This transcript may be mailed directly to EPIC (to my attention) by your college or university, submitted via e-Transcript to sdjohnson@wvesc.org or dropped off by you, as long as it is official and in a sealed envelope provided by your college/university. If you are completing an online application, the WVDE will allow me to scan in your transcript on your behalf when I go in to approve your application, so you will still send an official copy to me.

All fees associated with certification must be paid in full online at https://wveis.k12.wv.us/certpayment/ before a license renewal or conversion can be approved by the WVDE. If you are submitting a paper application through me, select the first box and the form #. If you are completing an online application, you will use the portal shown in the second box and choose the form #.

Since no educator will be allowed to work in an EPIC sponsored classroom without proper licensure, it is imperative that you know what is needed to renew your license. I've attached a "cheat sheet" to help you; but ultimately, it is your responsibility to know what to do and to get it done. If you have questions or believe the information provided is not clear or accurate, as things may change; please reach out to me while there is time to make sure you have what you need. You must meet all requirements and submit the appropriate forms, documentation, and fees **prior to the expiration date**, so please complete your online application or submit your completed paperwork to me **no later than June 22, 2022**.

If you have any questions or need assistance, please don't hesitate to contact me. I can be reached at 304-596-2663 or by email. Please note that my email address has changed to sdjohnson@wvesc.org

Best wishes,
Shannon Johnson
EPIC Human Resources Director

General Renewal Guidelines for All

1. All certification forms can be found by going to https://wvde.us/certification/certification-info/application-forms/
2. Follow the instructions and/or User Guide provided to complete your form. Answer every question that is applicable. **Remember: if you are renewing, you will answer YES, you do currently work for a school system and that school system is EPIC.**
3. Wait to print your forms until you are ready to complete and submit them. (Sometimes the WVDE updates the forms, and you must submit the most recent version to be approved.)
4. Print any PAPER applications in LANDSCAPE MODE on separate sheets of paper and complete them in blue ink.
5. Payment for all certification must be completed online. If you are submitting a Paper form, you will click on the box that says PAPER and then find your form. If you are renewing through the online portal, you will choose the appropriate form. https://wveis.k12.wv.us/certpayment/
6. If you are eligible for a salary increase due to additional course work, if you are eligible to add an endorsement to a professional teaching license with a PRAXIS test, if you have additional questions or you don't see your type of certification listed, please contact me at 304-596-2663 or via email at sdjohnson@wvesc.org and I will help you. 😊

Renewal Guidelines by Certification

To Renew a Professional Certificate for Teachers &/or Administrators: You will submit your renewal and/or conversion ONLINE using one of the Form 4 options. There is an Applicant User Guide available to help you determine if you are eligible for a conversion or if you are renewing. You will need to provide evidence that you have completed 6 hours of renewal credit since your last license was issued or meet one of the exemptions (over age 60 or hold a MA+30 or higher salary class.) Your 6 hours of related coursework should be shown on an official transcript from an accredited college or university OR you may submit certificates of completion from 6 hours of related coursework obtained through the WVDE e-Learning portal or a combination of the two. (Details about e-Learning courses can be found at the end of this document.)

To Renew a First Class/Full Time Teaching Permit: You will submit a PAPER application to me using Form 1/1A. You must complete at least 6 hours toward completion of your program with at least a 3.0 in each course as shown on an official transcript. Please note that your university will also need to sign off on part of this application after I receive it, so please plan to submit your paperwork to me by 6/8/2022.

To Renew an ECCAT Authorization: You will need to provide evidence that you have either made progress toward renewal (completed at least one class) if this is your first year or completed all requirements for a permanent authorization (if this is your second year.) You will submit a PAPER application to me using Form 41. Copies of all completed e-Learning course certificates or ACDS certificates or an official transcript should be included with your renewal application.

To Renew a Career/Technical Certificate: You will submit a PAPER application to me using Form V7R. You will need to provide evidence of 6 hours of related coursework completed since your last license was issued shown on an official transcript with a minimum 3.0 GPA (or meet an exemption) or 6 hours of e-Learning coursework or a combination of the two. (Details about e-Learning courses can be found at the end of this document.)

To Renew an Adult Education License: You will submit a PAPER application to me using Form V15. You will need to provide evidence of 30 hours of required training hours for adult education completed since the issuance of your current license. A copy should be included with your application. You will ALSO need to provide evidence that you have completed 6 hours of related coursework since your last license was issued or meet one of the exemptions (over age 60 or hold a MA+30 or higher salary class.) Your 6 hours of related coursework should be shown on an official transcript from an accredited college or university OR you may submit certificates of completion from 6 hours of related coursework obtained through the WVDE eLearning portal or a combination of the two. (Details about e-Learning courses can be found below.)

To Renew a Long-Term or Short-Term Substitute Teaching Permit: You will submit your application online using one of the Form 2 options (2AR, 2SR, 2LE, 2SR.) Look to see what you have now – you can renew whatever you have. You will not need to complete observations or fingerprinting again for a renewal, but you will need to provide proof of completing an approved substitute renewal class or 6 hours of related coursework as shown on a transcript when you submit your permit application. EPIC offers fully self-paced, online substitute teacher training classes for new and renewal candidates. (It can be completed on your own time in about 2 days for the average participant.) You can visit our website www.epicresa8.org for more information.

<u>WVDE e-Learning Course General Information</u>

- The WVDE offers an e-Learning platform for eligible WV educators to take courses online. Current employees that hold a valid WV professional teaching license or an adult education license are eligible to take WVDE e-Learning courses. Those who hold long-term sub permits who are currently working as long-term subs are also eligible to take WVDE e-Learning courses.

- Pre-K Assistant Teachers (ECCATS) are eligible to take designated ECCAT classes through the WVDE e-Learning platform if they are currently employed as an ECCAT.

- e-Learning courses may be taken at no cost to eligible educators if only a certificate of completion is sought. (This certificate of completion would be submitted with your application for renewal in place of an official transcript.)

- Some e-Learning courses are offered with the option of paying to take them for non-degree credit that would show up on a transcript. The cost may vary by class.

- Certificates of completion for WVDE e-Learning courses related to your current position may only be used for certification renewal or for personal professional development. They cannot be used toward an increase in salary class unless they are taken for non-degree credit and that credit appears on an official transcript.

- Here is a link to the e-Learning website with course catalogs, instructions for registering, eligibility and more. https://wvde.state.wv.us/elearning/

If you have questions, please don't hesitate to contact Shannon Johnson, EPIC HR Director
304-596-2663 / sdjohnson@wvesc.org