



Dear EPIC Educator,

This letter is a reminder that one or more of your areas of WV certification will expire on **6/30/2024**. 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, 2024**. Below is information that will help you prepare to submit for your renewal when you are ready.

As an educator providing services through EPIC, you are required 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 they are 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 current 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 on the certification website linked above. Just click on "User Guide" to view.

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/> **after** a license renewal or conversion application has been submitted to the WVDE. They will email you with instructions for submitting your payment once they are ready to approve you.

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 adequate time to complete 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 26, 2024**.

If you have any questions or need assistance, please don't hesitate to contact me. I can be reached at 304-596-2663 or 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 certification is completed AFTER you submit your application and are notified by the WVDE. They will provide you with a link and instructions for making your payment online.
6. When reviewing the instructions for your specific type of certification below, please note if you see the option to substitute coursework obtained through the WVDE e-Learning portal for hours obtained at a college/university, **information about the WVDE e-learning opportunities will be shared at the end of this document.**
7. 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 related coursework 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 submitted to me 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.

To Renew an ECCAT Authorization: You will need to provide evidence that you have either made progress toward renewal (completed at least one eLearning or ACDS class) if this is your first year or you have completed all requirements for a permanent authorization (if this is your second or third 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 that you have completed 6 hours of related coursework credit with a 3.0 GPA 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.

To Renew an Adult Education License: You will submit a PAPER application to me using Form V15. **All renewals must provide evidence of 30 hours of required training for adult education AND unless you meet an exemption, you must also provide evidence that you have completed 6 hours of related coursework since your last license was issued.** (Exemption = over age 60.) Your 6 hours 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.

To Renew a Long-Term, Short-Term, or Restricted Substitute Teaching Permit: You will submit your application online using one of the Form 2 options (2AR, 2SR, 2LE, 2LR.) Look to see what you have now – you can renew whatever you have now. You will not need to complete 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. (*NOTE: Restricted substitutes must take a renewal class.) EPIC offers fully self-paced, online substitute teacher training classes for new and renewal candidates. (Our renewal class has open enrollment at any time and can be completed in about 2 days for the average participant.) You can visit our website www.epicresa8.org/subteachertraining for more information and to register.

WVDE e-Learning Course General Information

- 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 or permanent 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.
- 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. Details will be found in the portal.
- 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. If you have questions about this, please reach out to ask.
- 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](mailto:sjohnson@wvesc.org)