

TYLER COUNTY POLICY: GAU

PROFESSIONAL CERTIFICATION/LICENSURE

In order for a teacher to obtain an out-of-field authorization or permit, or to convert a provisional teaching certificate or renew a professional teaching certificate, he or she must comply with the certification policies of the State Board of Education.

Information and assistance with certification issues and forms may be obtained in the Department of Human Resources at the Board of Education Office.

Every employee required to hold a professional license shall be responsible for upgrading his or her certification and license as necessary. The Department of Human Resources staff will notify each professional employee required to hold a professional license a minimum of six (6) months prior to the expiration date of a professional license and certificate. It shall also be the responsibility of each individual to notify the Department of Human Resources staff members of all upgrades in certification (AB+15, MA, MA+15, MA+30, MA+45, PhD., Ed.D.), by completing the appropriate paperwork.

Failure to convert out-of-field authorizations or permits within the required period of time, or failure to comply with other state requirements for appropriate licensure will result in termination of employment, in accordance with West Virginia Code 18A-3-2.

REFERENCE: State Board Policy 5202 – Minimum Requirements for Licensure of Educational Personnel and Advanced Salary Classifications;
School Laws of West Virginia 18A-3-2 and 18A-3-2a

DATE: 10/1/18, 4/07/15, 4/2/07, 5/6/96