

PROFESSIONAL RECERTIFICATION

1.0 PURPOSE:

This policy is provided to establish the requirements and procedures to be followed by Wirt County Schools' professional staff for the renewal of professional teaching certificates.

2.0 APPLICATION:

The regulations within West Virginia Code § 18A-3-2 describe the responsibilities of the professional employee and the local school system in the recertification process. WCBOE will follow these regulations.

3.0 PROFESSIONAL RECERTIFICATION:

3.1 West Virginia Code § 18A-3-2 states in part, "any professional educator, who is employed within the public school system of the state, shall hold a valid teaching certificate licensing him or her to teach in the specialization and grade levels as shown on that certificate for the period of his or her employment."

3.2 Before taking the college work for the renewal, the teacher shall work out with the County Superintendent or his/her designee a program which best meets his/her needs and sign a "Certificate Renewal Program Agreement." This is compulsory. Application for renewal must be made to the County Superintendent by June 1st of the year the certificate expires. An extension of one month will be granted to applicants enrolled in institutions that only transcript grades during the month of July.

3.3 Teacher certification is the responsibility of each individual teacher. Wirt County Schools will assist the teacher by advising as to certificate expiration dates, appropriate forms and procedures for renewal of certificates, etc. Information concerning certification may also be obtained by communicating with the West Virginia State Department of Education, Office of Professional Preparation where forms and instructions are available at:

<http://wvde.state.wv.us/certification/forms> [Recertification Form 4](#)

4.0 SEVERABILITY:

If any provision of this policy or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this policy.

Authority: [West Virginia Code § 18A-3-2](#)

Adopted: 5/13/14