



2014

Transition to Teaching Process Guide

West Virginia Department of Education

2/1/2014

West Virginia Alternative Certification for Teachers Transition to Teaching (TtT) Process Guide

Eligibility and Teaching Path

Step 1.

Eligibility: Individuals must meet the minimum criteria to qualify for the West Virginia Department of Education's (WVDE's) Transition to Teaching Program as described here

<http://wvde.state.wv.us/transitiontoteaching> .

Step 2.

- A. Determine Teaching Path:** Communicate with county personnel directors regarding your teaching path. Transcript(s) will be reviewed for targeted subject-area content (how many courses, type, level, course compatibility/equivalency, etc.). Degrees that are not direct subject/content area degrees--such as psychology, communications, criminal justice, business, Board of Regents, nursing, etc. may qualify for the special education teaching path or for some participating districts, elementary education.
- B. Pass West Virginia Board of Education (WVBE)-adopted Praxis exams.**
- For specific test administration timelines & for a list of the WVBE-required Praxis exams which reflects specific content area and level, refer to — <http://www.ets.org/praxis/states>.
 - a. **Praxis I – CORE (combined test #5751 individual tests # 5712, 5722, and 5732) (WVBE-adopted pre-professional basic skills exam):** www.ets.org/praxis/states . Prior to acceptance into the Transition to Teaching program, all applicants must achieve passing scores or qualify for an exemption (exempt if applicant has Master's degree or "advanced" scores on ACT(American College Test) and/or SAT (Scholastic Aptitude Test), according to West Virginia State code)
 - The following exams are not tests for eligibility, but must be passed at specific times (listed) during the induction period.
 - b. **Praxis II – Specific subject area candidates** (math, science, English, foreign language, etc.) must have passing scores for Praxis II content exam(s) by December 1st of the first school year in which the candidate begins teaching. Special education content exam is taken near the **end** of first year in the program.
 - c. **Praxis II for Principles of Learning & Teaching** exam—Praxis II (PLT) is taken by **all** candidates near the end of first year in the program, and must be passed by the first day of school in the second year of the program. The online coursework helps to prepare candidates for this exam.
 - **Overall GPA requirements:** Participants in the Transition to Teaching program must have an overall GPA that is equal to or above that required by the partnering college/university through which they will be taking their course work for pedagogy. In no circumstances will the GPA be less than 2.5.

Application and Employment Process

Once eligibility and teaching path have been determined, candidates may begin the application and employment process for Transition to Teaching using the following steps as guidance:

Step 1.

- A. Applicant data collection:** Using the www.teachwv.com website, access the online Teaching Analysis System** (available soon) portal for eligibility review. You may also get to the online portal** (when available) through the *Transition to Teaching* web site at <http://wvde.state.wv.us/transitiontoteaching> . You may mail a clearly readable copy of your transcript(s) from the institution where you earned your degree to the address located at the end of this document. (Make sure your transcripts reflect **all** classes taken). Include any available information or documentation regarding the Praxis exams (ticket/registration confirmation, score report). Later, if selected for the Transition to Teaching program, you will be required to submit **official, seal-bearing transcripts** to the Transition to Teaching coordinators.

Step 2.

- A. Research & Seek Job Openings in the School Districts:** Crucial to your being selected for Transition to Teaching is your **continuous** exploration of job postings in your teaching path in the districts/schools that are experiencing shortages of certified teachers. Contact district-level certification personnel for advice about job openings or predictability of job openings. Job openings are posted on **each county's website** and *sometimes* on the WVDE website: <http://wvde.state.wv.us/jobs/>.
- B.** Using the county system for application, apply to the county(s) of your choice for the job(s) that best fit the coursework reflected on your transcript(s). Once a county has posted a position at least twice with no qualified applicant applying, you may be eligible for the job. Once you have interviewed for a position and been offered the job, you will then proceed to step **C**.
- C. Employment AND Application: Visit with the certification officer and/or personnel director at the county(s) of your choice** to discuss and secure employment in your qualifying teaching path. You will apply directly with the county(s) of your choice using the form(s) described below.
- **Form 25T -- Application for Alternative Teaching Certificate --** Selected candidates, along with district-level personnel (employing superintendent's signature required) will submit [Form 25T](#) along with a check or money order in the amount of \$25 (non-refundable processing fee) made payable to WVDE. If selected TtT participant has never been employed in WV public schools, the following additional forms and fees are needed (for background check, etc.).
 - Form 7, fingerprint card, and \$59 check or money order payable to WVDE. Forms may be downloaded at <http://wvde.state.wv.us/certification/forms>. If candidate has previously been awarded a credential to work in a WV public school system, s/he must only submit Form 25-T and a \$25 check or money order made payable to WVDE. Depending upon transcript analysis for content endorsement, some applicants in the special education teaching path will need to complete a [Form 26](#) also at this time. (District personnel may assist you with Form 26 –special education restricted content endorsement).
 - Sign a Memorandum of Understanding that, if hired, you will commit to three years teaching in the district/position

Step 3. Commitment to complete the online program of study (delivered by one of the partnering institutions of higher education) during the first (and possibly second) year while employed full time in the school system.

- A. Enroll in the Institution of Higher Education (IHE)** – Transition to Teaching coordinators will conduct transcript analysis of selected participant for the TtT program and recommend to the partnering IHE's—MUGC & WVU. Individuals designated for general education teaching areas will apply to MUGC, and individuals designated for the special education path will apply to WVU. Both institutions require a **seal-bearing official transcript from the institution where you obtained your degree(s) and will conduct transcript analysis as final step before admission to IHE and TtT.**

Step 4. Admit to TtT -- At this point (after all the above components are successfully completed), candidates who have been recommended and sponsored by a county, have secured employment in their designated teaching path, and have been accepted by the partnering institution of higher education and WVDE will become *participants* in the *Transition to Teaching Program*.

Steps to Teacher Licensure through Transition to Teaching

First Year:

- Be issued an Alternative Teaching Certificate (for first year)
- Begin the *Transition to Teaching Program*: Tuition –You, the participant, will receive a bill/email prior to each term for the tuition/fees for the upcoming term. You will be notified by the TtT coordinator(s) to pay the tuition/fees to WVDE who will then pay the IHE on your behalf. Failure to pay tuition/fees to WVDE on time may result in being dropped from the TtT program and the IHE courses. NOTE –tuition/fees do not qualify for IRS 1099 tax reduction.
- Begin online graduate-level coursework
- Begin teaching in the classroom (teacher of record with full benefits from date of hire in county)
- Receive support and guidance from a county-appointed mentor and/or academic coach
- General Education participants will need to take and pass the Praxis II for content by December 1st in order to remain in the program.

End of the First Year:

- Pass Praxis II Principles of Learning and Teaching (#5622, or 5623, or 5624 depending on teaching level)—**all participants**
- Pass Special Education multi-categorical Praxis II test #5543– **Special Education participants only**
- Receive successful evaluation of coursework by partnering IHE, including successful evaluation of performance assessments
- Receive a satisfactory or better Performance Evaluation by school administrator
- Be issued the **Initial Professional Teaching Certificate (general education candidates)**, upon obtaining passing scores for all required Praxis exams and satisfactory evaluation from the university and principal

Second (and possibly Third) Year:

- Elementary Education candidates are issued another alternative teaching certificate while they continue coursework for their **Initial Professional Teaching Certificate**
- Special Education candidates are issued another alternative teaching certificate while they pursue their restricted content endorsement (Some candidates may qualify for the **Initial Professional Teaching Certificate** at this point).
- Continue in original teaching placement
- Continue to receive support and mentoring
- Continue growing professionally as guided by the West Virginia Professional Teaching Standards and the West Virginia Educator Evaluation System

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When you have secured employment with a county and have been accepted in Transition to Teaching, please read the following statements, initial beside each statement to indicate your agreement, and sign and date at the bottom. Please return this page to the employing county when you apply there with the Form 25T. The county will include this page as part of your application and forward to WVDE.

Name _____ County and School where you have been offered employment: _____

Address _____

City, State, Zip _____

Phone Numbers _____ Home _____ Cell _____

Subject/content area of employment _____ Grade Level(s) _____

As a Transition to Teaching participant and _____ County employee, I will do the following:

- _____ pay the full tuition amount to WVDE when notified of payment due. NOTE –tuition/fees do not qualify for IRS 1099 tax reduction. Failure to pay on time could result in being dropped from TtT.
- _____ purchase required textbooks necessary to complete the course work
- _____ maintain a working computer with web cam for online classes; have internet access and the following software for course work use: Microsoft Office – Word, PowerPoint, Excel, and other at the request of the instructor(s).
- _____ complete course work and turn in assignments on time.
- _____ take and pass the Praxis II content (General Ed) exam by December 1st. Failure to do so may result in being dropped from the TtT program. (Special ed participants will take and pass their content by the time school begins in August)
- _____ take and pass the Praxis II Principles of Learning and Teaching (PLT) by the time school begins in August
- _____ accept and apply feedback from my mentor/academic coach
- _____ receive satisfactory or better evaluations from my school administrator
- _____ receive successful evaluations from college/university instructors on my course work including all performance assessments
- _____ maintain an overall GPA of 2.5
- _____ reimburse the county for monies paid to Transition to Teaching on my behalf should I decide to leave the program before teaching in the county for at least three years
- _____ continue taking course work as necessary to obtain and/or renew my teaching certificate
- _____ continue my professional growth as guided by the West Virginia Professional Teacher Standards and the West Virginia Educator Evaluation System
- _____ I have responded to the above statements to the best of my ability and believe them to be true.

Print Name _____ Sign Name _____

Date _____