

Make Sure You Renew Your License

If you are a newly licensed teacher in West Virginia, you have already cleared your first professional hurdle and you hold your first teaching license. After your initial licensure period, you will need to qualify to renew your license. **You are responsible for keeping your license up to date. Failure to do so could result in the loss of your job.**

Here are a few tips to guide you through the renewal process:

- Be sure to read the information on your license carefully and make sure it's accurate. Keep a copy of your teaching license in your personal files.
- All licenses and certifications expire on June 30 of the last year of validity. The application for renewal must be submitted after January 1 of the year in which the license expires.
- In order to renew a professional certificate an applicant must complete six semester hours of appropriate college/university coursework reflecting a 3.0 GPA and related to the public school program as defined in Policy 5202 unless the applicant holds a minimum of an M.A. plus 30 salary classification based on the awarding of a master's degree. The coursework for conversion must have been completed subsequent to the issuance of the certificate being converted and within the five-year period immediately preceding the date of application.
- Your certificate may also be renewed by completing two WVDE e-learning courses and earning two certificates of completion. Keep in mind that the e-learning renewal option will only renew your certificate. The e-learning option will not count toward hours needed to advance on the salary scale. Renewal by college coursework will count towards renewing your certificate and as hours needed to advance on the salary scale.
- The college renewal option requires six semester hours of appropriate college coursework related to the public school program. The six semester hours must meet one of the following options: 1) courses relevant to a master's degree in a curriculum related to the public school program, 2) courses related to the improvement of instruction and the applicant's current endorsement areas, 3) courses need to qualify for an additional endorsement or 4) credit prescribed by the county as a result of an applicant's evaluation.
- Waivers of the renewal requirement will be granted only for extenuating circumstances. The lack of knowledge or understanding of the renewal requirements is not a valid reason for requesting a waiver.
- The WVDE has a specific section of their website devoted to certification forms and questions. In addition, they maintain a certification status site where you can check your license and renewal status – <https://wveis.k12.wv.us/certcheck/>.
- If you have questions about the renewal process or encounter problems, you should contact the WVEA Help Center. Our Help Center staff is knowledgeable about the certification process and can answer your questions.
- Remember, no one may teach without an up-to-date West Virginia teaching certificate. You are responsible for renewing your own license. School systems have no choice but to terminate your employment should you let your license lapse!

Certification Renewal



*The WVDE maintains a certification section on their website, <http://wvde.state.wv.us/certification/>. Many of your questions can be answered there. If you still have certification-related questions, you may also contact the WVDE's Certification Toll-Free Line at 1-800-982-2378.