

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.
- The renewal 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.
- Certification is governed by WVBE Policy 5202. It is a lengthy policy and you should use it as a reference for your certification questions. The WVDE also 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/>.
- As you consider your renewal options, remember that graduate coursework can be used to increase your salary once a specific number of hours has been reached. You may also want to add additional endorsement areas to your certificate to protect you in the event of layoffs.
- Under the guidelines of West Virginia Code §18A-3-3a, and also WVBE Policy 5202, §126-136-23.1, state tuition reimbursement for educators is available on a first-come, first-served, limited basis for those taking coursework in a verified critical shortage area, as verified by the county of employment. Coursework for those required to complete renewal hours for professional teaching, student support, or administrative license renewal is also available under the renewal area option. However, please note that coursework completed in a verified critical shortage area has been made a legislative priority. Reimbursement is dependent on the amount of funding the Legislature appropriates.
- 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

CERTIFICATION RENEWAL

Permanent Professional Teaching Certificate

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Does not need to be renewed once obtained

Note: All licenses and certificates expire on June 30 of the last year of validity (regardless of the date issued).

WV Teaching Certificate Form 4

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Must be renewed every 3-5 years (depending on whether it is an Initial Professional Teaching Certificate or a Professional Teaching Certificate)

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Must have 6 hours of college credit (degree or non-degree) in education-related courses

OR

Must have a Master + 30 salary classification

OR

Must be age 60 and present a birth certificate

↓
AND

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Must have recommendation from county superintendent or RESA director

Substitute Permit Form 2

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Must be renewed every 3 years

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Must have 12 hours of County or RESA-approved in-service

OR

6 hours of college credit

↓
AND

↓
Must have recommendation from county superintendent or RESA director

*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.