

**2022-2023**  
**Program Requirements**  
**Alternative Teacher Certification**  
**Checklist**

**Preparation for Possible Employment through the Kanawha County Schools**  
**BEST (Beginning Educator Support & Training)**  
**Alternative Certification Program:**

***Approved Areas of \*High Need:***

- \*High School Mathematics, \*Middle School Mathematics
- \*High School Sciences, Middle School Sciences
- \*K-12 Special Education (multi-categorical and Autism)

***Approved areas of Need:***

- High School & Middle School English Language Arts (as needed)
  - Fine Arts (as needed)
  - K-5 Elementary Education (as needed)
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**Pre-employment Steps – Contact the HR Department with Questions (304-248-7712).**

***Pre-requisites: Bachelor's Degree from an accredited regional college or university, 2.5 minimum GPA, Successful completion of CORE and Content Praxis Exams; Background/Drug Tests at identified time; Online Safe Schools Training, References, and Application on file with KCS.***

- \_\_\_\_\_ **1. Complete an online application for consideration to be hired the alternative certification program. [https://kcs.kana.k12.wv.us/employment/alternative\\_certification/application](https://kcs.kana.k12.wv.us/employment/alternative_certification/application)**

\_\_\_\_\_ 2. Complete the **\*/\*\*Praxis CORE exams** (5713, 5723, & 5733 -or- **combined exam 5752**) successfully with exam results sent to:

***Kanawha County Schools Human Resources Dept. 200 Elizabeth St., Charleston WV 25311*** (\*Unless a waiver was granted.)

\*Contact Ms. Jamea Brinckman in the Human Resources Office at 304-348-7712 for waiver requirements.

\*\* <https://www.ets.org/praxis/wv/requirements/> for exam information.

\_\_\_\_\_ 3. Complete **\*\*\*Praxis Content Exam(s)** in content areas of ***\*high need or need*** with exam results sent directly to:

***Kanawha County Schools, Human Resources Dept. 200 Elizabeth St. Charleston WV 25311***

All CORE and Content Praxis Exams must be completed prior to being considered for possible hire through alternative certification, **with the exception of special education which must be completed prior to Phase II.**

***\*\*\*Those interested in Middle School Alternative Certification must successfully complete one additional Praxis content exam at the middle school level in a second approved content area.***

Contact Ms. Jamea Brinckman in the Human Resources Office at 304-348-7712 with all certification questions.

\_\_\_\_\_ 4. Arrange to have all Undergraduate and Graduate Level Official Transcripts delivered directly from your college(s) and universities directly to: ***Kanawha County Schools, Human Resources Dept. 200 Elizabeth St. Charleston WV 25311. A 2.5 GPA is required.***

\_\_\_\_\_ 5. **When approved for possible employment** through alternative certification by the KCS HR Department, you may begin applying for available positions in the area of your approved Praxis exam.

***NOTE: Available positions in approved content areas must be advertised for 10 days with no certified teacher applicants applying before applicants can apply for and be selected for hire into the position through alternative certification.***

\_\_\_\_\_ 6. If you are offered a teacher position, complete **ALL** orientation steps and all preliminary new hire screenings (Drug test, background test, fingerprints, references, etc.).

### PHASE I (1 to 3 years) (Contact The Staff Development Office for details.)

Note: During Phase I, the teacher cannot complete additional Praxis content exams to add teaching endorsements. That is permissible during Phase II and III.

\_\_\_\_\_ 1. If you are offered a teacher position through alternative certification, you are making a minimum three-year commitment to that school and position. You will be assigned a Beginning Teacher Academic Coach (BTAC/Mentor) who will provide instructional support to you throughout the first and second year of your new career.

\_\_\_\_\_ 2. You are required to attend the week-long Beginning Teacher Academy, scheduled for **August 8-12, 2022**. If you are hired **after August 8**, there will be various **evening make-up sessions** you will be required to complete throughout the school year.

\_\_\_\_\_ 3. Attend TWO evening graduate level classes offered through Kanawha County Schools at no cost to you. The blended learning class (integration of technology in instruction through the LMS, Schoology) will be offered **first semester** and the Personalized Learning Class (differentiating instruction for students) will be offered second semester.

\_\_\_\_\_ 4. Special Education Teachers will attend two-four additional evening sessions on Praxis and PLT Preparation throughout the year.

\_\_\_\_\_ 5. All teachers hired through alternative certification may be required to complete 10 online professional learning tasks during Phase I.

\_\_\_\_\_ 6. All teachers hired through alternative certification will complete a 20-day practicum under the guidance of the assigned Beginning Teacher

Academic Coach (BTAC) in your new classroom. This will be as close to the opening of school, as possible.

\_\_\_\_\_ 7. All beginning teachers, **including all teachers hired through alternative certification**, will meet weekly with the assigned BTAC (Mentor) after classroom observations on a regular basis to provide support and guidance, as needed.

\_\_\_\_\_ 8. All Teachers hired through alternative certification must complete the following exam(s) prior to moving to Phase II of the program. **(There is a three-year limit to Phase I. Failure to complete all steps within three school years will result in dismissal from employment.)**

\_\_\_\_\_ 1. **Content Area Teachers** (math, science, ELA, Fine Arts, Elementary Education) who have been hired through Alternative Certification will have already completed the Praxis Content Exam, but must successfully complete the **Praxis PLT** (Professional Learning & Teaching) exam **before being permitted to move to Phase II.**

\_\_\_\_\_ 2. **Special Education Teachers** who have been hired through Alternative Certification **must successfully complete both the Special Education Content Exam and the Praxis PLT (Professional Learning & Teaching) exam before being permitted to move to Phase II.**

\_\_\_\_\_ 11. All Teachers hired through alternative certification must be observed and evaluated by the building principal and receive a final performance evaluation of at least *EMERGING* (satisfactory) on the *WV Educator Evaluation*.

\_\_\_\_\_ 12. Attend a May 2023 meeting (Date TBD) during which the teacher will complete the appropriate form to renew his or her teacher certification. (Alternative Certification Year 2 (Phase I) or move to One Year Temporary Provisional Certification (Phase II). The One Year Temporary Certification is required for two consecutive years, to be renewed at the end of the first year. During the two year time period, the teacher hired through alternative certification must complete six graduate credit hours with credit verified on a transcript from an accredited college or university .

## Phase II (Two Years) Contact the HR Department with questions.

This is a two-year phase during which the teacher is teaching on a one-year, temporary provisional teacher certification that must be renewed at the end of the first year.

During this Phase, the teacher is permitted to complete additional Praxis Content exams to add additional content endorsements.

- \_\_\_\_\_ 1. Continue to receive support as needed by the BTAC.
- \_\_\_\_\_ 2. During this two year period, the teacher hired through alternative certification must complete/pass six hours of graduate level work (with a transcript provided)  
Additional details related to available classes will be provided during this time period.
- \_\_\_\_\_ 3. Receive a final emerging evaluation from the building principal.
- \_\_\_\_\_ 4. Attend an end-of-year meeting during which the teacher will complete the appropriate form to renew his or her teacher certification for a second year on the provisional one year temporary certificate or the three-year provisional certification.

### PHASE III (Three Years)

When certified in Phase III, the teacher hired through alternative certification will now be recognized as a fully certified teacher, just as a teacher who has graduated from a teacher education program is recognized.

During this three year period, the teacher who entered the profession through alternative certification will be teaching on a regular three-year provisional teaching certificate. The teacher will again be required to complete six additional graduate hours to renew his or certification at the end of the third year. After meeting all requirements, the teacher will be able to receive a five-year teaching certificate. All teachers, regardless of their avenue to becoming a teacher, must complete six additional graduate hours to move from the three-year teaching certificate to the five-year teaching certificate.