PROFESSIONAL DEVELOPMENT PLAN

 WV CERTIFICATION / RENEWAL

DWC Department of Catholic Schools

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CURRENT WV CERTIFICATE(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE ISSUED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE EXPIRES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any teacher hired without a current certification is required to take a minimum of 6 credit hours per academic year until completion of certification.

Please complete the following form if 1) you have never been certified, 2) if your certification has expired or, 3) your certification has an **upcoming renewal**. In order to renew a professional license an educator has a few options:

1. Provide 6 semester hours of eligible coursework related to the school program that is reflected on an official college/university transcript OR
2. Complete two eligible e-learning courses as offered by the WVDE OR
3. Hold a Master’s + 30 or higher salary classification as recognized on their professional certification.
4. Has reached the age of 60 ( official proof of age required)

***Please indicate professional development plan with a minimum of 6 credit hours per year.***

|  |  |  |  |
| --- | --- | --- | --- |
| Courses and dates | Institution | Credits per course | Completed Course/ Transcripts received |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

I DO hold an Active WV Teaching license \_\_\_\_\_\_ I DO NOT hold an Active WV Teaching License \_\_\_\_\_\_\_\_\_\_\_

Teacher Signature and date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Signature and date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent Signature and date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Keep 1 copy for teacher’s file and submit 1 copy to Julie Link at Diocesan Department of Catholic Schools.

(Reviewed 2019)