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OHIO LEGISLATIVE SERVICE COMMISSION

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Office

Administrator licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
Ohio ¹	Professional administrator license (professional principal license, administrative specialist license, and superintendent license)	Yes	<p>Master's degree</p> <p>Approved program of preparation for the licensure area</p> <p>For an urban principal endorsement (which may be added to a professional principal license), extensive structured internship on effective urban leadership practices</p>	<p>For a professional principal or administrative specialist license, either (1) 2 years of successful teaching under a professional, standard teacher license or (2) 2 years of successful work experience under a professional pupil services license (this option is required for a pupil services administrative license)</p> <p>For a superintendent license, 3 years of successful experience as a</p>	Examination prescribed by the State Board of Education	6 semester hours or 18 continuing education units (180 contact hours)	\$200	5 years	\$200

¹ R.C. 3319.22(A)(2), 3319.272, and 3319.51(A); Ohio Administrative Code 3301-24-05(D), 3301-24-08, 3301-24-10, 3301-24-11, and 3301-24-12; fees available at <http://education.ohio.gov/Topics/Teaching/Licensure/Additional-Information/Complete-List-of-Applications>.

Administrator licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
				licensed professional principal or administrative specialist					
	Alternative principal license	Yes	Bachelor's degree Minimum GPA of 3.0	2 or more years of teaching experience or 5 years of documented successful work experience in education, management, or administration	No	No	\$40	1 year (may be renewed twice)	\$40
	Bright New Leaders alternative principal license	Yes	Completion of Bright New Leaders for Ohio Schools Program education requirement (Masters of Business Administration from the Ohio State University Fisher College of Business)	Completion of Bright New Leaders for Ohio Schools Program experience requirement (1-year principal externship)	No	No	\$200	5 years	\$200

Administrator licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
	Alternative administrator specialist license or alternative superintendent license	Yes	Master's degree (for alternative superintendent license) or bachelor's degree (for alternative administrator specialist license) Minimum GPA of 3.0	5 or more years of documented successful experience in teaching, administration, education, or management	No	No	\$80	2 years (may be renewed only once)	\$80
Indiana ²	Building level administrator	Yes	Successful completion of an approved building level administration program Holds an initial, standard, provisional, proficient, or accomplished practitioner licenses in one of the following school settings: elementary, secondary, preschool-12, early childhood, middle school, school services, or school counseling	Minimum of 2 years of experience as a teacher	Building level administrator assessment	Unclear, but licensee likely must satisfy any continuing education requirements for maintenance of the underlying license	\$36.72	Unclear, but likely duration is 5 or 10 years depending on holder's underlying license	\$36.72

² Burns Ind. Code Ann. § 20-28-5-3, Burns Ind. Code Ann. § 20-28-2-6, 511 IAC 15-6-28 through 511 IAC 15-6-32 (also available as searchable PDF at <https://www.doe.in.gov/licensing/repa>). See also <https://www.doe.in.gov/licensing/administrative-licenses> for a summary of administrator license requirements under state law and administrative code.

Administrator licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
			master's degree or higher CPR certificate and Suicide Prevention Training certificate ³						
	District level administrator: superintendent	Yes	Successful completion of (1) an Ed. S or higher at an institution of higher education and (2) an approved district administrator: superintendent program Holds an initial, standard, provisional, proficient, or accomplished practitioner licenses in one of the following school settings: elementary, secondary, preschool-12, early childhood, middle school, school services, or school counseling	Minimum of 2 years of experience as a teacher	District level administrator's licensure assessment	Unclear, but licensee likely must satisfy any continuing education requirements for maintenance of the underlying license	\$36.72	Unclear, but likely duration is 5 or 10 years depending on holder's underlying license	\$36.72

³ Note, all administrator licensees are required to obtain a CPR and Suicide Prevention Training Certificate, see <https://www.doe.in.gov/licensing/administrative-licenses>.

Administrator licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
	District level administrator: director of career and technical education	Yes	<p>Successful completion of district administrator: director of career and technical education program</p> <p>A master's degree or completion of additional program course work approved by the State Board</p> <p>Holds one of the following licenses: (1) an initial, standard, provisional, proficient, or accomplished practitioner license with a content area in business, agriculture, business information and technology, marketing, family and consumer sciences, health science education, trade and industrial education, or engineering and technology, (2) a workplace specialist II license and 2 years</p>	<p>Minimum of 2 years of experience as a teacher</p> <p>The holder of a workplace specialist II license needs 2 years of full-time teaching experience in an accredited vocational school in the grade level and content area listed on the license</p>	District level administrator licensure assessment	Unclear, but licensee likely must satisfy any continuing education requirements for maintenance of the underlying license	\$36.72	Unclear, but likely duration is 5 or 10 years depending on holder's underlying license	\$36.72

Administrator licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
			full-time teaching, or (3) a building level, superintendent, director of curriculum and instruction, or director of special needs license						
	District level administrator: director of curriculum and instruction	Yes	<p>Successfully completes an approved district administrator: director of curriculum and instruction program</p> <p>A master’s degree or completion of additional program course work approved by the State Board</p> <p>Holds an initial, standard, provisional, proficient, or accomplished practitioner licenses in one of the following school settings: elementary, secondary, preschool-12, early childhood, middle school, school services, or school counseling</p>	At least 2 years of teaching experience	District level administrator’s licensure assessment	Unclear, but licensee likely must satisfy any continuing education requirements for maintenance of the underlying license	\$36.72	Unclear, but likely duration is 5 or 10 years depending on holder’s underlying license	\$36.72

Administrator licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
	District level administrator: director of exceptional needs	Yes	Successfully completes an approved district administrator: director of special needs program Holds an initial, standard, provisional, proficient, or accomplished practitioner license with a content area in exceptional needs (or comparable), a building level administrator content area, a school psychologist content area, or 2 years of experience as a teacher A masters' degree or completion of additional program course work approved by the State Board	At least 2 years of experience as a teacher	District level administrator licensure assessment	Unclear, but licensee likely must satisfy any continuing education requirements for maintenance of the underlying license	\$36.72	Unclear, but likely duration is 5 or 10 years depending on holder's underlying license	\$36.72
Kentucky ⁴	Professional certificate for Advanced Educational	Yes	Master's degree in subject field approved by the Educator Preparation Standards Board (EPSB)	Kentucky teaching certificate and 3 years of teaching experience	School Leaders Licensure Assessment and the Kentucky	Initial licensure places individual at Level I. First renewal requires completion	\$85	5 years	\$85

⁴ Certification fees for all certificates: 16 Kentucky Administrative Regulations (K.A.R.) 4:040.

Administrator licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
	Leader – School principal ⁵		Complete Advanced Education Leaders program. Completion of the Kentucky Principal Internship Program	Must have letters of recommendation and an agreement from a school district pledging support that includes opportunities for the candidate to participate in clinical experience	Specialty Test of Instructional and Administrative Practice	of a Level II program. Thereafter, at least 2 years of experience in advanced educational leader position and completion of either 3 semester hours of approved graduate program credit or 42 hours of approved trainings			
	Professional certificate – Career and technical education school principal ⁶	Yes	Complete approved educator preparation program for career and technical education school principal or internship program for career and technical education school principal	Holds career and technical education teaching certificate and 3 years of teaching experience in career and technical education	School Leaders Licensure Assessment and the Kentucky Specialty Test of Instructional and Administrative Practice	Complete 2 years as a career and technical education school principal and completion of either 3 semester hours of approved graduate program credit or 42 hours of approved trainings	\$85	5 years	\$85

⁵ 16 K.A.R. 3:090, Section 9, 7:020; Kentucky Revised Statutes 161.027.

⁶ 16 K.A.R. 3:080.

Administrator licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
	Professional certificate for Advanced Educational Leader – Supervisor of instruction ⁷	Yes	Master’s degree in subject field approved by the Educator Preparation Standards Board (EPSB) Complete Advanced Education Leaders program	Kentucky teaching certificate and 3 years of teaching experience in school that meets state performance standards	School Leaders Licensure Assessment	Initial licensure places individual at Level I. First renewal requires completion of a Level II program. Thereafter, at least 2 years of experience in advanced educational leader position and completion of either 3 semester hours of approved graduate program credit or 42 hours of approved trainings	\$85	5 years	\$85
	Professional certificate for Advanced Educational Leader – Director of Pupil Personnel ⁸	Yes	Master’s degree in subject field approved by the EPSB. Complete Advanced Education Leaders program	Kentucky teaching certificate. 3 years of teaching experience in school that meets state performance standards	School Leaders Licensure Assessment	Initial licensure places individual at Level I. First renewal requires completion of a Level II program. Thereafter, at least 2 years of experience in advanced educational leader	\$85	5 years	\$85

⁷ 16 K.A.R. 3:090, Section 6.

⁸ 16 K.A.R. 3:090, Section 7.

Administrator licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
						position and completion of either 3 semester hours of approved graduate program credit or 42 hours of approved trainings			
	Professional certificate for Advanced Educational Leader – Director of special education ⁹	Yes	Master’s degree in subject field approved by the EPSB Complete Advanced Education Leaders program	Kentucky teaching certificate and at least 1 year full-time experience as a teacher of exceptional children or as school psychologist	School Leaders Licensure Assessment	Initial licensure places individual at Level I. First renewal requires completion of a Level II program. Thereafter, at least 2 years of experience in advanced educational leader position and completion of either 3 semester hours of approved graduate program credit or 42 hours of approved trainings	\$85	5 years	\$85
	Professional certificate for advanced	Yes	Level II school principal certification; master’s degree in subject field	2 years of experience as a school principal	No	At least 2 years of experience in advanced	\$85	5 years	\$85

⁹ 16 K.A.R. 3:090, Section 8.

Administrator licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
	educational leader – school superintendent ¹⁰		approved by the EPSB; and complete accredited superintendent preparation program			educational leader position and completion of either 3 semester hours of approved graduate program credit or 42 hours of approved trainings			
Michigan	School administrator certificate – grandfathered license holders ¹¹	Yes	Individual completed 150 hours of education-related professional learning hours in the 5 years immediately preceding the issuance of the certificate	Individual was employed as a superintendent, principal, assistant principal, or other person whose primary responsibility was administering instructional programs on or before January 4, 2010	No	Complete 150 hours of any combination of education-related professional learning hours; or hold a valid Michigan professional teaching certificate	\$160 for in-state applicant, \$210 for out-of-state applicant	5 years	\$160
	School administrator certificate –	Yes	Master’s degree or higher and either: 1. For a certificate with a pre-k to 12	No	No	150 hours of any combination of education-related	\$160 for in-state applicant, \$210 for	5 years	\$160

¹⁰ 16 K.A.R. 3:090, Section 5.

¹¹ Michigan Compiled Law Services (M.C.L.) 380.1536 and 380.1538 and Michigan Administrative Code (M.A.C.) R 380.103, 380.107, and 380.109.

Administrator licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
	traditional pathway ¹²		<p>endorsement, complete an approved school administrator preparation program at least at the master's degree level, including at least 18 semester hours of graduate credit in pre-k to 12 school administration; or</p> <p>2. For a certificate with a central office endorsement, complete at least 21 semester hours of credit at the post-master's degree level in an approved school administrator preparation program</p>			professional learning hours	out-of-state applicant		
	School administrator certificate –	Yes	Master's degree or higher; and complete a supervised internship	No	Yes	150 hours of any combination of education-related professional learning hours	\$160 for in-state applicant, \$210 for	5 years	\$160

¹² M.C.L. 380.1536 and 380.1538 and M.A.C. R 380.104, 380.107, and 380.109.

Administrator licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
	alternative pathway 1 ¹³						out-of-state applicant		
	School administrator certificate – alternative pathway 2 ¹⁴	Yes	Bachelor’s degree, and complete a supervised internship	Minimum of 3 years of management or leadership experience in a field other than pre-k to 12 or central office administration	Yes	150 hours of any combination of education-related professional learning hours	\$160 for in-state applicant, \$210 for out-of-state applicant	5 years	\$160
	School administrator certificate – alternative pathway 3 ¹⁵	Yes	Bachelor’s degree	Minimum of 3 years of experience as either a pre-k to 12 school administrator; or a central office school administrator	Yes	150 hours of any combination of education-related professional learning hours	\$160 for in-state applicant, \$210 for out-of-state applicant	5 years	\$160
	School administrator certificate – out-of-state pathway ¹⁶	Yes	Hold either (1) comparable school administrator certificate from another state or foreign country, or	No	No	150 hours of any combination of education-related professional learning hours	\$160 for in-state applicant, \$210 for out-of-state applicant	5 years	\$160

¹³ M.C.L. 380.1536 and 380.1538 and M.A.C. R 380.105, 380.107, and 380.109.

¹⁴ M.C.L. 380.1536 and 380.1538 and M.A.C. R 380.105, 380.107, and 380.109.

¹⁵ M.C.L. 380.1536 and 380.1538 and M.A.C. R 380.105, 380.107, and 380.109.

¹⁶ M.C.L. 380.1536 and 380.1538 and M.A.C. R 380.106, 380.107, and 380.109.

Administrator licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
			(2) complete an out-of-state administrator preparation program and present to the Michigan Department of Education for approval						
	School administrator substitute permit ¹⁷	Yes	Individual has a bachelor's degree or higher	N/A	N/A	Enrolled in an approved school administrator preparation program within 6 months of employment in order to renew the first time; and for subsequent renewals must be making progress in completion of that program	\$160 for in-state applicant, \$210 for out-of-state applicant	Valid until the end of the school year in which it is issued	\$160

¹⁷ M.C.L. 380.1536 and 380.1538 and M.A.C. R 380.116.

Administrator licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
Pennsylvania ¹⁸	Supervisory certificate *See note	Yes	Completion of an approved Pennsylvania graduate program preparing the individual for the responsibilities of supervising in the program area and of directing the activities of certified professional employees For a supervisory certificate for either curriculum and instruction or pupil personnel services, completion of an approved Pennsylvania graduate program preparing the applicant for the broad area, districtwide supervisory functions specified by the endorsement area of the certificate	If the individual completed an approved Pennsylvania graduate program, 5 years of satisfactory professional experience in the area in which the supervisory certificate is sought If the individual completed an approved graduate program in Pennsylvania, for a supervisory certificate for either curriculum and instruction or pupil personnel services, 5 years of satisfactory	If the individual completed an approved Pennsylvania graduate program, satisfactory achievement in assessments prescribed by the Department of Education If the individual completed a graduate program outside of Pennsylvania, see Appendix A	Completion of one of the following within a 5-year period: 1. 6 credits of collegiate study; 2. 6 credits of continuing professional education courses; 3. 180 hours of continuing professional education programs, activities or learning experiences; or 4. Any combination of collegiate studies, continuing professional	\$200 (if program is completed in Pennsylvania) \$260 (if program is completed in another state)	5 years	Not specified

¹⁸ 24 P.S. §§ 12-1205.2 and 12-1217; 22 Pa. Code §§ 49.11, 49.17, 49.18, 49.111, 49.121, 49.172, 49.182; requirements for a commission qualification letter available at <https://www.education.pa.gov/Educators/Certification/PAEducators/Pages/SuperintendentLetterRequirements.aspx>; fees available at <https://www.education.pa.gov/Educators/Certification/FeesForms/Pages/Application-Fees.aspx>.

Administrator licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
			If the individual completed a graduate program outside of Pennsylvania, see Appendix A	professional certified service in the school program area for which the comprehensive certificate is sought If the individual completed a graduate program outside of Pennsylvania, see Appendix A		education courses, or other programs, activities or learning experiences equivalent to 180 hours			
	Administrative certificate *See note	Yes	Completion of an approved Pennsylvania program of graduate study preparing the individual to direct, operate, supervise and administer the organizational and general educational activities of a school If the individual completed a graduate program outside of Pennsylvania, see Appendix A	If the individual completed an approved Pennsylvania program of graduate study, 5 years of satisfactory professional certified school experience If the individual completed a graduate program outside of Pennsylvania, see Appendix A	If the individual completed an approved Pennsylvania program of graduate study, satisfactory achievement in assessments prescribed by the Department of Education If the individual completed a graduate program outside of	Completion of one of the following within a 5-year period: 1. 6 credits of collegiate study; 2. 6 credits of continuing professional education courses; 3. 180 hours of continuing professional education programs,	\$200 (if program is completed in Pennsylvania) \$260 (if program is completed in another state)	5 years	Not specified

Administrator licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
					Pennsylvania, see Appendix A	activities or learning experiences; or 4. Any combination of collegiate studies, continuing professional education courses, or other programs, activities or learning experiences equivalent to 180 hours			
	Letter of eligibility	Yes	For a letter of eligibility for a district superintendent or an assistant district superintendent, completion of a Pennsylvania approved graduate level program of educational administrative study for the preparation of chief school administrators	For a letter of eligibility for a district superintendent, if the individual completed a Pennsylvania approved graduate level program, 6 years of certified service in the basic K-12 schools,	If the individual completed a Pennsylvania approved graduate level program, no If the individual completed a graduate program outside of Pennsylvania, see Appendix A	Completion of one of the following within a 5-year period: 1. 6 credits of collegiate study; 2. 6 credits of continuing professional education courses;	\$200 (if program is completed in Pennsylvania) \$260 (if program is completed in another state)	5 years	Not specified

Administrator licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
			<p>For a letter of eligibility for an intermediate unit executive director or assistant executive director, an earned doctorate or a master’s degree plus 40 hours of graduate study successfully completed at a state-approved college or university</p> <p>If the individual completed a graduate program outside of Pennsylvania, see Appendix A (for a letter of eligibility for a district superintendent or an assistant district superintendent the program must be equivalent to those approved in Pennsylvania)</p>	<p>including at least 3 years of satisfactory certified service in supervisory or administrative positions</p> <p>For a letter of eligibility for an assistant district superintendent, if the individual completed a Pennsylvania approved graduate level program, 6 years of certified service in the basic K-12 schools</p> <p>For a letter of eligibility for an intermediate unit executive director or assistant executive director, if the individual completed a Pennsylvania approved graduate level program, 6 years of experience</p>		<p>3. 180 hours of continuing professional education programs, activities or learning experiences; or</p> <p>4. Any combination of collegiate studies, continuing professional education courses, or other programs, activities or learning experiences equivalent to 180 hours</p>			

Administrator licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
				in education work at the elementary, secondary, county office, intermediate unit, the Department, or state-approved college or university level, with 3 of these 6 years served successfully in a management or supervisory capacity If the individual completed a graduate program outside of Pennsylvania, see Appendix A					
	Commission qualification letter (alternative to letter of eligibility for superintendents and assistant superintendents)	Yes	If the individual has not served as a chief recovery officer or financial administrator, a graduate degree from a regionally or nationally accredited college/university in	If the individual completed a graduate program in Pennsylvania, either (1) served as a chief recovery officer or financial administrator or (2) 4 years of	If the individual completed a graduate program in Pennsylvania, no If the individual completed a graduate program outside of	Within the initial contract term as a superintendent or assistant superintendent, completion of a leadership development program that meets	\$200 (if program is completed in Pennsylvania) \$260 (if program is completed in another state)	Not specified	Not specified

Administrator licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
			business, finance, or management If the individual completed a graduate program outside of Pennsylvania, see Appendix A	relevant business, finance, or management work experience in the fields of business, industry, or education If the individual completed a graduate program outside of Pennsylvania, see Appendix A	Pennsylvania, see Appendix A	the Pennsylvania School Leadership Standards through a state-approved graduate-level superintendent certification program, the PIL/NISL Executive Development Program, the PASA New Superintendents' Academy, or the PDE Superintendents' Academy			

Administrator licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
West Virginia ¹⁹	Initial Professional Administrative Certificate ²⁰ (can be endorsed for principal, superintendent, or supervisor of instruction)	Yes	Master's degree from an accredited institution of higher education and a minimum 3.0 GPA and completed the Comprehensive ELI in evaluation skills offered through the WVDE or an equivalent program approved by the department and graduated from an educational leadership program from an accredited IHE or transferred credit from out of state	3 years of management-level or teaching experience and proven employment as an Administrator, Supervisor of Instruction, or Superintendent in a WV school within 90 days of employment	Yes	Not specified	*See note regarding initial licensure fees, fees vary between \$35-\$50	5 school years	*See note regarding renewal fees
	Permanent Professional Administrative Certificate ²¹ (can be endorsed for principal,	Yes	6 semester hours of renewal credit related to public school education/administration or e-Learning courses through the WVDE or is	5 years with other specifications	Yes	Not specified	*See note	Valid unless surrendered, suspended, or revoked	Not applicable

¹⁹ West Virginia Revised Code 18A-3-2a(c).

²⁰ West Virginia Revised Code 18-4-2 and 18A-2-9 and West Virginia Board of Education Policy 5202 Section 10.4.b: <http://apps.sos.wv.gov/adlaw/csr/readfile.aspx?DocId=52986&Format=PDF>.

²¹ West Virginia Board of Education Policy 5202 Section 10.4.d: <http://apps.sos.wv.gov/adlaw/csr/readfile.aspx?DocId=52986&Format=PDF>.

Administrator licenses									
State	License	License required?	Education or training	Experience	Exam	Continuing education	Initial licensure fee	License duration	Renewal fee
	superintendent, or supervisor of instruction)		aged 60 years or older or holds a minimum of an MA+30 salary classification ²² based on the awarding of a master's degree						

*Notes

Ohio – Alternative principal, administrator specialist, and superintendent licenses are limited in duration because they are designed to allow license holders to work towards professional principal, administrator specialist, and superintendent licenses.

Pennsylvania – A supervisory certificate is issued to an individual whose primary responsibility is supervising educational programs and directing the activities of program employees (see <https://www.education.pa.gov/Educators/Certification/PAEducators/Pages/PACerts.aspx>).

An administrative certificate is issued to an individual whose primary responsibility is directing, operating, supervising, and administering the organization and general education activities at a school (see <https://www.education.pa.gov/Educators/Certification/PAEducators/Pages/PACerts.aspx>).

Administrative rules also provide for a letter of eligibility of an administrative commission (see 22 Pa. Code § 49.42), but this particular letter of eligibility is not listed on the Department's website (see <https://www.education.pa.gov/Educators/Certification/PAEducators/Pages/PACerts.aspx>) so it is unclear if it is actually issued or not.

West Virginia – Out-of-state applicants may be eligible for the Provisional Administrator or Permanent Administrator Certificate if they: (1) hold a valid out-of-state teaching certificate, (2) have graduated from an approved teacher education program at an accredited institution of higher education, (3) completed student teaching experience or an equivalent in their home state, (4) complete a state and federal criminal history background check in their home state. An out-of-state applicant may only use their valid out-of-state teaching certificate once to apply for a WV certificate. The certificate's expiration is based upon the expiration date of the out-of-state certificate.²³

²² West Virginia Code 18A-4-1.

²³ West Virginia Board of Education Policy 5202 Section 16.1: <http://apps.sos.wv.gov/adlaw/csr/readfile.aspx?DocId=52986&Format=PDF>.

All applicants seeking an initial licensure are responsible for paying fees associated with state and federal criminal history background checks²⁴ and other fees for application processing. For a full list of fees please see the following link: <https://wvde.state.wv.us/certification/forms/ProcessingFees.html>.

Renewal fees, if any, are determined by the State Board of Education.²⁵

²⁴ West Virginia Code 18A-3-10.

²⁵ West Virginia Code 18A-3-7.