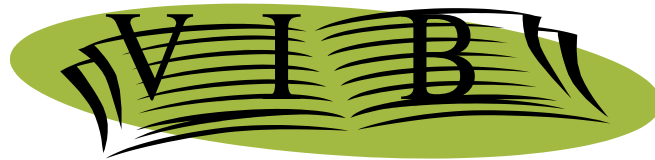


VIRGIN ISLANDS BOARD OF EDUCATION PROFESSIONAL STAFF CERTIFICATION AND HIGHER EDUCATION REGULATIONS

(With Revisions)



16th Elected Board of Education

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Virgin Islands Board of Education

Professional Staff Certification and Regulations

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Dr. Malik Sekou, Public Relations Coordinator
Mr. Gerald E. Hodge Sr. (deceased)

Evadney V.T. Hodge, Executive Director

Effective Date: August 7, 2003

Chairman's Signature _____

Secretary's Signature _____

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Pertinent Law and Information

Virgin Islands Code Title 17, Sections 121, 122, and 123, “ (b) Authorizes the Board to prescribe rules and regulations and establish criteria for the certification, selection, and appointment of teachers, supervisors, principals, librarians, and other professionals of the Department of Education. Certificates, licensing the holders to teach in the public schools of the Virgin Islands, shall be issued solely by the Board. Only persons to whom these certifications have been issued may be considered by the Board of Education for the eligible list.”

Virgin Islands Code Title 3 Chapter 35, Section 912 states that each regulation adopted, to be effective, must be within the scope of authority conferred and in accordance with standards prescribed by other provisions of law. Title 17 Section 121, 122, and 123 confer the authority and jurisdiction on the Virgin Islands Board of Education to prescribe these rules and regulations as hereby set forth.

In compliance with Virgin Islands Code Title 3 Section 933, an original and two duplicates of these rules and regulations are filed with the Lieutenant Governor for publication in the Virgin Islands Rules and Regulations.

Part I

Code of Professional Responsibility

1. Code of Professional Responsibility for Teachers

A. Preamble

The Code of Professional Responsibility for Teachers is a set of principles which the teaching profession expects its members to honor and follow. These principles set forth, on behalf of the teaching profession and the public it serves, are standards to guide conduct and the judicious appraisal of conduct in situations that have professional and ethical implications. The Code adheres to the fundamental belief that the student is the primary reason for the existence of the profession.

The teaching profession is vested by the public with the trust and responsibility requiring the highest ideal of professionalism. Therefore, the teacher accepts both to the public trust and responsibilities to practice the profession according to the highest degree of ethical conduct and standards. Such responsibilities include the commitment to the students, the teaching profession and the community.

Consistent with the applicable law, the Code of Professional Responsibility for Teachers shall serve as a basis for decisions on issues pertaining to licensure and employment. It shall apply to all teachers licensed by or individuals seeking licensure from the Virgin Islands Board of Education. For the purposes of this section, “teacher” means a person who is applying for, or who holds or who is employed under a teaching certificate, or other equivalent certificate, issued by the Board of Education.

B. Responsibility to the Student

The professional teacher, in full recognition of his or her obligation to the student, shall:

1. Recognize, respect and uphold the dignity and worth of students as individual human beings and therefore, deal justly and considerately with students;
2. Engage students in the pursuit of truth, knowledge and wisdom and provide access to all points of view without deliberate distortion of subject matter;
3. Nurture in students lifelong respect and compassion for themselves and other human beings regardless of race, ethnic origin, gender, social class, disability, religion or sexual orientation;

4. Foster in students the full understanding, application and preservation of democratic principles and processes;
5. Guide students to acquire the requisite skills and understanding for participatory citizenship and to realize their obligation to be worthy and contributing members of society.
6. Assist students in the formulation of value systems and positive goals;
7. Promote the right and freedom of students to learn, explore ideas, develop learning skills and acquire the necessary knowledge to achieve their fullest potential;
8. Strive to develop within students fundamental critical thinking skills and problem solving techniques;
9. Remain steadfast in guaranteeing equal opportunity for quality education for all children, and not unlawfully discriminate; and
10. Maintain the confidentiality of all information concerning students obtained in the proper course of the educational process and dispense such information only when prescribed or directed by federal or local law or professional practice.

The professional teacher, in full recognition of his or her obligation to the student shall not:

1. Abuse his or her position as a professional with students for private advantage;
2. Sexually or physically harass or abuse students
3. Emotionally abuse students;
4. Engage in any misconduct, which would put students at risk.

C. Responsibility to the Profession

The Professional teacher, in full recognition of his or her obligation to the profession of teaching shall:

1. Conduct himself or herself as a professional realizing that his or her action reflects directly upon the status and substance of the profession;
2. Uphold the professional teacher's right to teach effectively;
3. Uphold the principle of academic freedom;
4. Strive to exercise the highest level of professional judgment;
5. Assume responsibility for his or her own professional development;
6. Encourage the participation of teachers in the process of educational decision-making;
7. Promote the employment of only qualified and fully licensed teachers;
8. Encourage promising, qualified and competent individuals to enter the profession;

9. Decline any gratuity, gift or favor that would impair or influence professional decisions or actions; and
10. Maintain the confidentiality of all information concerning colleagues obtained in the proper course of the educational process and dispense such information only when prescribed or directed by the federal or local law or professional practice.

The professional teacher, in full recognition of his or her obligation to the profession of teaching shall not:

1. Obtain licensure or employment by misrepresentation or fraud
2. Misrepresent his/her or another's professional qualifications or competencies, or
3. Engage in any misconduct, which would impair his/her ability to teach.

D. Responsibility to the Community

The professional teacher in full recognition of the public trust vested in the teaching profession shall:

1. Be cognizant of the influence of teachers upon the community at large and therefore, shall not knowingly misrepresent facts or make false statements;
2. Encourage the community to exercise its responsibility to be involved in the formulation of educational policy;
3. Promote the principles and the ideals of democratic opportunities for all children;
4. Endeavor to secure equal educational opportunities for all children
5. Honor his/her professional commitment to provide adequate notice of separation from service.

The professional teacher, in full recognition of the public trust vested in the teaching profession shall not:

1. Exploit the educational institution for personal gain; or
2. Be convicted in a court of law of a crime involving moral turpitude or any crime of such nature that violates such public trust

E. Code Revision

At least every two years following its implementation, this code shall be reviewed for potential revision by the Virgin Islands Board of Education Advisory Committee for

Teacher and Administrator Professional Standards. As a part of such reviews, a process shall be established to receive input and comment from all interested parties.

2. Code of Professional Responsibility for School Administrators

A. Preamble

This Code of Professional Responsibility for School Administrators reaffirms and codifies the principles and standards that have guided the school administrators' profession over the years. The principles set forth in this code are intended to guide the conduct and assist in the appraisal of conduct for the members of the profession and the public they serve. The code cannot and does not address every situation in which choices and the decisions must be made. The code recognizes the ability of the members of the profession to make administrative decisions that are in the best interest of the students and all individuals associated with the school district in which the members serve.

The Code adheres to the fundamental belief that the student is the primary reason for the existence of the profession. Administrators must focus the energies of schools on student learning above all else. In addition, the Code recognizes the administrators' responsibility to the public, their colleagues and all other staff members to foster high standards for professional educators, provide leadership, encourage diversity in curriculum and staff and promote a quality educational program. By setting forth a code of professional responsibility for school administrators separate from the code applicable to teachers, there is recognition of similar but different responsibilities that the two groups have to the students they serve. Both codes seek to codify standards for the education profession to promote a quality system of education for the students in the Virgin Islands. The additional responsibility an administrator accepts in the performance of his or her duties is reflected in this code.

B. Responsibility to the Student

The professional school administrator, in full recognition of obligations to the students shall:

1. Make the well being of students the fundamental focus in all decision making and actions;
2. Recognize, respect and uphold the dignity and worth of students as individual human beings and therefore, deal justly and considerately with students;
3. Promote in students the pursuit of truth, knowledge and wisdom and provide access to all points of view without deliberate distortion of subject matter;
4. Nurture in students lifelong respect and compassion for themselves and other human beings regardless of race, ethnic origin, gender, social class, disability, religion or sexual orientation;
5. Foster in students the full understanding, application and preservation of democratic principles and processes;

6. Guide students to acquire the requisite skills and understanding for participatory citizenship and to realize their obligation to be worthy and contributing members of society;
7. Assist students in the formulation of positive and realistic goals;
8. Promote the right and freedom of students to learn, explore ideas, develop learning skills and acquire the necessary knowledge to achieve their fullest potential;
9. Develop within students fundamental critical thinking skills and problem solving techniques;
10. Ensure quality education for all children;
11. Maintain the confidentiality of all information concerning students obtained in the proper course of the educational process and dispense such information only when prescribed or directed by federal or local law or professional practice;
12. Ensure that all students are provided educational opportunities in environments safe from sexual, physical, and emotional abuse; and
13. Promote ongoing development and evaluation of curriculum.

C. Responsibility to the Profession and Staff

The professional administrator, in full recognition of his/her obligation to the profession shall:

1. Maintain the highest standards of professional conduct, realizing that his/her action reflects directly upon the status and substance of the profession;
2. Engage in administrative, supervisory and evaluative practices with staff members and provide leadership to ensure the highest standards of services for students;
3. Encourage student learning through the effective support of all staff engaged in the learning process;
4. Encourage the participation of administrators and teachers in the process of curriculum development and educational decision making;
5. Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development for self and staff;
6. Promote the employment of only qualified, certified educators, and qualified non-certified staff;
7. Encourage promising, qualified and competent individuals to enter the education profession; and
8. Maintain the confidentiality of all information concerning colleagues obtained in the proper course of the educational process, and dispense such information only when prescribed or directed by federal or local law or professional practice.

D. Responsibility to the Community

The professional school administrator, in full recognition of the public trust vested in education shall:

1. Be cognizant of the influence of school administrators upon the community at large and, therefore, not knowingly misrepresent facts or make false statements;
2. Obey local and national laws;
3. Implement the Department's policies and administrative rules and regulations including those that were developed from the broad policy guidelines of the Board of Education
4. Pursue appropriate measures to address those laws, policies and regulations that are inconsistent with sound educational goals;
5. Encourage the community to exercise its responsibility to be involved in the formulation of educational policy
6. Avoid misusing administrative position for personal gain;
7. Honor his/her professional commitment to provide adequate notice of separation from service;
8. Promote the principles and ideals of democratic citizenship; and
9. Endeavor to secure equal educational opportunities for all children.

E. Responsibility to the Student's Family

The professional school administrator, in full recognition of the responsibility to student's family shall:

1. Respect the dignity of each family, its culture, customs and beliefs;
2. Promote and maintain appropriate, ongoing and timely written and oral communication with the family;
3. Respond in a timely manner to families concerns;
4. Consider the family's prospective on issues involving their children;
5. Encourage participation of the family in the educational process; and
6. Foster open communication among the family, staff and administrators.

F. Code Revision

At least every two years following its implementation, this Code shall be reviewed for potential revision by the Virgin Islands Board of Education Advisory Committee shall review this Code for potential revision for Teachers and Administrator Professional Standards. As a part of such reviews, a process shall be established to receive input and comment from all interested parties.

Part II General Conditions

Personnel Required to Hold Certificates

No person shall be eligible to serve for the Department of Education in the position of administrator, teacher, coordinator, director or special service staff member, or other position for which certificates are issued, unless such person holds a valid Virgin Islands Board of Education certificate appropriate for such position.

Application Procedures

Applications for Virgin Islands certificates shall be executed on forms furnished by and filed with the Virgin Islands Board of Education. Additional documentation and materials shall be submitted as required.

Documentation and Materials Required of Applicants

In applying for a certificate, an applicant, in addition to meeting the specific requirements of each certification area, shall submit the following, as appropriate to the Board of Education:

- a. Application on an official form provided by the Board
- b. Application fee **(\$25.00) for Professional Educator Certificate and (\$10.00) for Substitute Teacher Pool Certificate. This fee is not refundable and shall be used toward the cost of certificates issued.**
 1. Persons currently holding certificates who apply for certificates to replace their four-year general certificates or permanent certificates shall not be required to pay an application fee.
 2. Persons requiring a duplicate copy of any such certificate shall pay a fee of **\$10.00**

3. Persons shall pay the fee of **\$25.00** for each certificate issued. A person may apply for and be issued multiple certificates.
4. Official transcripts from all accredited institutions, for all credits undergraduate, graduate and/or post graduate, signed and sealed by the registrar or other appropriate official of the institution issuing the transcript are required.
5. If applicable, a statement from the applicant's employing agent which must be a board of education or its equivalent, as to the nature, length and quality of experience is required.
6. Completion of required assessment(s) to demonstrate proficiency is required.
7. Proof of US citizenship or permanent residency or other approved work status is required.
8. Proof of good health is required.
9. Police records from the places where applicant resided for one or more years are required.
10. Additional documentation, as appropriate to the type of certificate requested, is also required.

Assessment Requirements

Successful completion of a Teacher Proficiency Examination is required by Virgin Islands law for all professionals entering the work force after September 30, 1996. The Praxis Examination 1, which is a professional assessment for beginning teachers in the areas of reading, writing and mathematics, was selected as the examination in 1996 for all secondary teachers.

The Praxis examination is administered by the Educational Testing Service, CN 6051, Princeton, New Jersey 08541-6051. The Service can be reached by calling 609-771-7395.

Passing scores for the subtests are:

CBT Reading 332	CBT Writing 320	CBT Mathematics 315
PPST Mathematics 170	PPST Reading 175	PPST Writing 174

The Praxis II Multiple Assessments Teacher Test or other vigorous tests may be required to demonstrate competence in subject knowledge and teaching skills in reading, writing, mathematics and other areas of the basic elementary school curriculum for elementary

teachers or Praxis II Subject Assessments/Specialty Area Tests or other vigorous tests in each of the academic subjects for which certification may be requested at the middle, junior high and high school levels.

Competence in subject matter knowledge and pedagogy in reading, writing, mathematics and other subjects of the elementary curriculum **may** be demonstrated based upon a Board approved “high, objective, uniform standard of evaluation.”

Competence in all academic subjects for which certification is sought **may** be demonstrated based upon a Board approved “high, objective, uniform state standard of evaluation,” HOUSSE, or completion of a subject area major at an approved and/or accredited institution.

Professionals from the private and parochial schools who seek certification must adhere to all the Virgin Islands Board of Education certification guidelines for their education level as outlined in the VIBE certification policies for public school professionals.

Part III Types of Certificate

Prior to August 7, 2003, permanent certificates, provisional certificates and four year general certificates were issued. Holders of permanent certificates and four-year certificates can be issued Class I, Class II, Class III and Class IV Professional Educator Certificates to replace the certificates previously issued.

Certificate Types

1. Conditional Certificates will be issued to professionals who meet the individual requirements for issue as described in this policy.
2. Substitute Teacher Pool Certificates
3. Professional Educator Class I Certificates will be issued to professionals with Bachelor’s degrees in each discipline for which the professionals qualify.
4. Professional Educator Class II certificates will be issued to professionals with Master’s degrees in each discipline for which the professionals qualify.
5. Professional Educator Class III certificates will be issued to professionals with Educational Specialist degrees in each discipline for which the professionals qualify.
6. Professional Educator Class IV certificates will be issued to professionals with a Doctorate of Education or a Doctorate in Philosophy.

An applicant who has met the specific requirements as hereinafter stated shall be entitled to receive one of the certificates described.

Note: Eligibility listings for one year emergency placement will be issued for school years 2003, 2004, and 2005. No eligibility listings for emergency placement will be issued for school years 2006 and beyond.

Conditional Certificates

The applicant must qualify for at least one of the Conditional Certificates in order to be employed as an Educator in the U. S. Virgin Islands. However, this certificate only allows you to be **eligible to work** for a certain period of time.

Once the governing board of the VIBE grants approval, the applicant is eligible for placement by the DOE under the Conditional Certification process.

Types of Conditional Certificates

Internship Certificate: To obtain this certificate, students must have a recommendation from a college/university, have completed 50% of an approved graduate teacher education program, and have a job commitment where they can serve their internship. Colleges may require one or more certification exams for this certificate. The Internship Certificate is valid for two years and may not be renewed or extended; after two years, the holder is expected to have completed all requirements, and his/her college will recommend the holder for the Initial Certificate. The Internship Certificate becomes void if you leave or fail to graduate from the program.

Initial Certificate: The Initial Certificate is the **First-level** teaching certificate and is issued for a specific subject or grade level. **It is valid for five years** (with the possibility of a time extension if you are eligible). A holder of an Initial Certificate must apply to the VIBE for the Professional Educator Certificate upon completion of all requirements.

Transitional Certificate: This certificate is the **Entry-level** certificate for teachers who hold a certificate in the same or equivalent title from another state, or holds a national (USA) certificate, or who is deemed an International Teacher, who has met the credentialing requirement standards, but who has not yet met the Virgin Islands testing requirements. The Transitional Certificate allows the holder **up to two years** to meet the testing requirements to qualify for an Initial Certificate.

Administrators are responsible for providing professional support/supervision to all holders of conditional certificates.

Substitute Teacher Pool Certificate

a. Conditions for Issuance

A substitute teacher pool certificate shall be issued to an applicant who has the credentials outlined in any of these four categories:

1. An applicant who has a minimum of five years of teaching experience and has passed a minimum of five ordinary or advanced level subjects at a bona fide Caribbean institution; or
2. An applicant who is a college student with a minimum of two years of college or an associate's degree or sixty semester credit hours with a minimum of 18 semester credit hours in education; or
3. An applicant who has completed four or more years of post secondary training beyond the high school diploma, any Bachelors degree, any Master's degree or any doctoral degree; or
4. An applicant who holds a valid or expired teaching certificate

b. Duration

The substitute teacher pool certification is valid for two years.

c. Validity

The substitute teacher pool certification authorizes the holder to work in the professional capacity in **day-to-day** assignments at Virgin Islands Public Schools.

d. Special Conditions

a. Ranking of Substitute Pool Teachers

All certified substitute pool teachers shall be placed on the substitute teacher pool listing based upon this priority order:

1. Persons with valid Virgin Islands Board of Education Certification
2. Persons with valid or expired teaching certificates
3. Persons who hold baccalaureate or higher degrees
4. Persons with ninety or more college credits
5. Persons with sixty or more college credits
6. Persons with five ordinary level subject certificates

b. Orientation

All certified substitute pool teachers who have not taught in the Virgin Islands public school system for the past five years, must attend an orientation program approved by the Board of Education and offered by the Department of Education.

Only persons who have completed this orientation program can be added to the substitute teacher pool listing.

E. Renewal

The substitute teacher pool certificate is renewable every two years.

Professional Educator Class I Certificate

A. Conditions for issuance

The Professional Educator Class I certificate shall be issued to any applicant when any one of the following conditions are met.

1. The applicant holds a permanent elementary certificate from the Virgin Islands Board of Education issued prior to August 7, 2003, has an earned Bachelor's degree, and has met the appropriate assessment requirements, or has earned at least 12 semester credit hours in each of the four disciplines – English language arts, including reading and writing, mathematics, science and social studies – shall upon application, receive a Professional Educator Class I Certificate in Elementary Education.
2. The applicant holds a permanent subject area certificate from the Virgin Islands Board of Education issued prior to August 7, 2003, has an earned Bachelor's degree, and has met the appropriate assessment requirements, or has completed an undergraduate major (30 semester credit hours in the subject area with at least 18 upper division credit hours) shall upon application, receive a Professional Educator Class I Certificate in that particular subject area;
3. The applicant has met the appropriate assessment requirements, holds a Bachelor's degree, has completed the teacher education preparation program at University of the Virgin Islands or another approved and/or accredited institution or has completed the required course work for certification in a particular area.
4. The applicant holds a valid certificate issued by the National Board for Professional Teaching Standards, or acceptable certification from another jurisdiction, has met the assessment requirements, as appropriate and holds a bachelor's degree.

b. Duration of Professional Educator Class I Certificate

The Professional Educator Class I Certificate shall be valid for five years

c. Renewal

The Professional Educator Class I Certificate is renewable for an additional five year period provided that:

1. The applicant has completed a minimum of thirty months of successful professional work in the field of education during the past five years as documented by a board of education or department of education; and
2. The applicant has completed a minimum of **twelve** semester credit hours beyond the Bachelors degree (undergraduate or gradate level) in the certification area or an area directly related to that area.

Professional Educator Class II Certificate

a. Conditions for Issuance

The Professional Educator Class II Certificate shall be issued to any applicant when any one of the following conditions are met:

1. The applicant holds a permanent elementary certificate issued before August 7, 2003 from the Virgin Islands Board of Education and has an earned Master's degree in education shall, upon application, receive a Professional Educator Class II Certificate in Elementary Education;
2. The applicant holds a permanent subject area certificate from the Virgin Islands Board of Education issued prior to August 7, 2003, has a Master's degree in a specific subject or in education and has completed an undergraduate major (30 semester credit hours in the subject area with at least 18 upper division hours) shall upon application, receive a Professional Educator Class II Certificate in that particular subject area;
3. The applicant holds a four-year certificate from the Virgin Islands Board of Education issued before August 7, 2003 and an earned Master's degree shall, upon application, be issued a Professional Educator Class II Certificate in the specific certification area;
4. The applicant holds a Professional Educator Class I Certificate and has completed a minimum of 30 semester credit hours beyond the Bachelor's degree. Such course work may not necessarily lead to a Master's degree and may include graduate and undergraduate courses
5. The applicant holds a Professional Educator Class I Certificate and has completed a Master's degree or at least thirty semester hours of graduate credit.

6. The applicant hold national certification, or acceptable certification from another jurisdiction, has met the assessment requirements, as appropriate, and holds a Master's degree.
7. The applicant has met the appropriate assessment requirements, holds a Master's degree, has completed an approved teacher education preparation program at an approved and/or accredited institution of higher learning or has completed the required course work for certification in particular area.

b. Continuation of Professional Class II Certificate

1. Upon application, the Professional Educator Class II certificate shall be continued every five years after issuance upon the successful completion of a minimum of ninety contact hours of approved continuing education activities or six graduate level college credits, during each successive five-year period. Such hours may include a combination of CEU or CEU equivalents or any successfully completed graduate course from an accredited institution in an area related to the individual's certification area. One graduate credit used for the purpose of continuing the Professional Educator Class II Certificate shall represent fifteen contact hours.
2. Persons who hold multiple certifications shall be eligible for the continuing education requirement of ninety contact hours or six graduate college credits.

c. Responsibilities of the Department of Education

1. The Department of Education shall make available annually, at no cost to its certified employees, a minimum of fifteen hours of professional development activities for CEU credit. Such activities may be made available by the Department of Education directly or through cooperative arrangements.
2. The Virgin Islands Board of Education shall approve these activities for which CEU credit will be awarded.
3. The determination of the specific CEU professional development activities shall be made with the advice and assistance of the teachers and other professional staff and representatives of the bargaining units.
4. The time and location for the provision of such activities shall be in accordance with an agreement with The Department and bargaining units.

d. Criteria for the CEU Requirement for the Continuation of the Professional Educator Certificate

Such activities shall be planned in response to identified need, provided by qualified instructional personnel, as appropriate, have the requirements for participation in the activity shared with participants before the commencement of the activity, evaluated in terms of their effectiveness and their contribution to the attainment of territory-wide goals and documented in accordance with established procedures.

Professional Educator Class III Certificate

a. Conditions for Issuance

The Professional Educator Class III Certificate shall be issued to any applicant when any one of the following conditions are met:

1. The applicant who has an earned Educational Specialist degree in elementary education shall, upon application, receive a Professional Educator Class III Certificate.
2. The applicant holds a subject area certificate from the Virgin Islands Board of Education issued prior to August 7, 2003, has an Educational Specialist degree in a specific subject or in education and has completed an undergraduate major (30 semester credit hours in the subject area with at least 18 upper division hours) shall upon application, receive a Professional Educator Class III Certificate in that particular subject area;
3. The applicant holds a four-year certificate from the Virgin Islands Board of Education issued before August 7, 2003 and an earned Educational Specialist degree shall, upon application, be issued a Professional Educator Class III Certificate in the specific certification area;
4. The applicant holds a Professional Educator Class II Certificate and has completed a minimum of 30 semester credit hours beyond the Master's degree.

Professional Educator Class IV Certificate

a. Conditions for Issuance

The Professional Educator Class IV Certificate shall be issued to any applicant when any one of the following conditions are met:

1. The applicant who has earned a Doctorate in Education or a Doctorate in Philosophy degree in elementary education shall, upon application, receive a Professional Educator Class IV Certificate.
2. The applicant holds a subject area certificate from the Virgin Islands Board of Education issued prior to August 7, 2003, has a Doctorate in

Education or a Doctorate of Philosophy degree in a specific subject or in education and has completed an undergraduate major (30 semester credit hours in the subject area with at least 18 upper division hours) shall upon application, receive a Professional Educator Class IV Certificate in that particular subject area;

3. The applicant holds a four-year certificate from the Virgin Islands Board of Education issued before August 7, 2003 and an earned Doctorate of Education or Philosophy shall, upon application, be issued a Professional Educator Class IV Certificate in the specific certification area;
4. The applicant holds a Professional Educator Class III Certificate and has completed a minimum of 30 semester credit hours beyond the Educational Specialist degree.

NOTE:

- 1. All holders of Professional Educator Class I , Class II, III, and Class IV Certificates who are working in their certification areas are highly qualified.**
- 2. As of August 7, 2003, all current employees of the Department of Education who have met all requirements for certification as set forth in this policy except an introductory course in special education and/or educational technology shall be deemed certifiable. These specific requirements will be required for re-certification in addition to the other re-certification requirements as set forth in this policy.**
- 3. All employees hired after August 7, 2003 must meet all certification requirements as set forth in this policy.**
- 4. All holders of Professional Educator Class I, Class II, Class III and Class IV Certificates who were employed after September 30, 1992, must complete a mandatory professional development course in Virgin Islands History and Culture as required pursuant to Virgin Islands Code Title 17 Chapter 11 Section 121 (1). This course must be completed during the first year of employment**

Part IV
Categories of Certificates

1. Teaching Certificates

- a. EARLY CHILDHOOD EDUCATOR**
- b. ELEMENTARY EDUCATOR**
- c. MIDDLE SCHOOL OR SECONDARY EDUCATOR**

- Biology**
- General Science**
- Chemistry**
- Physics**
- English**
- Mathematics**
- History and Social Studies**
- Foreign Language**
- 7. Spanish**
- 8. French**
- 9. Other World Languages**
- 10. Other Secondary Emerging Academic Areas**

- d. SPECIAL EDUCATION**
- Special Educator-Early childhood**
- Special Educator- Elementary**
- Special Educator- Secondary**
- Special Educator-Severe Profound Disabilities**
- Special Educator-Blind/Partially Sighted**
- Special Educator- Deaf/Hard of Hearing**
- Special Educator- Specific Learning Disabilities**

- e. SPECIAL SUBJECTS**
- Art**
- Dance**
- Music**
- Theatre/Drama**
- Speech**
- Health**
- Physical Education (Elementary, Secondary or K-12)**
- Health/Physical Education**
- Other Special Subject Areas not listed**

2. Special Service Certificates

**School Registrar
School Counselor
School Psychologist
School Social Worker
School Librarian
Educational Diagnostician
Speech/ Language Pathologist
School Nurse
Reading**

3. Special Area Certification

**Bilingual Educator
Subject Content Area Educator
English as a Second Language Educator
Elementary and Early Childhood Educator
Adaptive Physical Education Educator
Foreign Language
Special Educator**

4. Administrative Certificates

**Elementary or Middle School Secondary Principal
Elementary or Middle School Secondary Assistant Principal
Coordinator
Director
Specialist**

5. Vocational Education Certificates- (see Vocational Education Certification Regulation). These professionals are certified by the Career and Technical Education Board.

6. Endorsements to Certificates

**Bilingual
Subject Content Area
English as A Second Language
Elementary
Early Childhood
Adaptive Physical Education
English and Foreign Languages
Special Education**

Part V

Specific Requirements

EARLY CHILDHOOD EDUCATOR

When Required

This certificate shall be required for anyone employed as a teacher of grades kindergarten to third.

Validity of Certificates

This certificate shall authorize the teaching of all elementary academic subjects and art, health, music, physical education and technology in grade levels kindergarten through grade three. However, it shall not authorize the early childhood teacher to be the sole provider for art, health, music or physical education.

Professional Educator Class I Certificate Requirements (valid for five years and renewable every five years with special requirements)

On and after August 7, 2003 to receive a Professional Educator Class I Certificate for early childhood teaching, an applicant shall present evidence of meeting the following requirements:

- A. Holds a Bachelor's degree from an accredited and/or approved institution;
- B. Has a minimum of 42 semester credit hours in five of the six general academic areas: English, natural science, mathematics, social studies, foreign language and fine arts;
- C. Has a minimum of 36 semester credit hours in professional education in a planned program of study and experience in early childhood education to be distributed among each of the following:
 - 1. **Foundation of Education.** (This group includes areas such as philosophy of education, school effectiveness, history of education, and comparative education);
 - 2. **Educational Psychology** (This group includes such areas as growth and development of children from birth through life span, psychology of learning, child-adolescent psychology and mental hygiene);

3. Curriculum and Methods (This group shall include course work in):

- a. Curriculum and methods for typical and special needs children with an emphasis on the least restrictive environment, integrated curriculum and strategies for developmentally appropriate programs;
- b. Learning and teaching of language arts, children's literature, mathematics, science, social studies, expressive arts, health/safety through an integrated curriculum; or developmentally appropriate curriculum for early childhood; or integrated early childhood curriculum;
- c. Observation and assessment of development in young children and planning individualized programs;
- d. Classroom organization and facilitating play; or effective teaching and organizational skills in an environment with play; or role of play and the learning environment;
- e. Early childhood program models, and issues including family and professional collaboration and diversity;
- f. Program adaptations for children with special needs; or teaching strategies and related services for children with special needs; or program planning for children with special needs;
- g. Curriculum and strategies for developmentally appropriate practices in the primary grades including study in: teaching and learning, curriculum, assessment, strategies, classroom organization for the primary grades; and
- h. Field experience including observation, limited participation teaching in grades kindergarten to third grade

4. Student Teaching (supervised observation, participation and full-time responsible teaching in an early childhood classroom, totaling at least 6 but not more than 12 semester credit hours) ; and

5. Educational Technology or comparable computer course;

D. Has successfully completed the required assessment

Professional Educator Class II Certificate Requirements (valid for five years and renewable every five years with special requirements)

To receive a Professional Educator Class II certificate for early childhood teaching, an applicant shall present evidence of having met the requirements for the Professional Educator Class I certificate in addition to the following requirements:

A. Has completed forty school months of successful teaching within the last six years as documented by a board of education or the department of education;

B. Has met one of the following requirements for course work at an accredited and/or approved institution or institutions:

1. Completed not less than 30 semester credit hours beyond the Bachelor's degree. Such course work need not necessarily lead to a Master's degree and may consist of graduate and undergraduate courses. It shall consist of a planned program at an approved and/or accredited institution related directly to early childhood education or the teacher's ability to provide instruction effectively or to meet locally determined goals and objectives or an individual program approved by the Board of Education and which is designed to increase the ability of the teacher to improve student learning; **OR**
2. Completed a Master's degree in education at an approved institution

ELEMENTARY EDUCATOR CERTIFICATE

When Required

This certificate, or another certificate appropriate to the grade level of the students to be taught, shall be required for anyone employed by the Department of Education, as a teacher in Kindergarten through grade six.

Validity of Certificates

This certificate shall authorize the teaching of all elementary academic subjects and art, health, music, physical education and technology in grade levels kindergarten through grade six. However, it shall not authorize the elementary teacher to be the sole provider for art, health, music or physical education.

Professional Educator Class I Certificate Requirements (valid for five years and renewable every five years with special requirements)

On and after August 7, 2003, to receive a Professional Educator Class II Certificate for elementary teaching, an applicant shall present evidence of meeting the following requirements:

- A. Holds a Bachelor's degree from an accredited and/or approved institution;
- B. Has a minimum of 42 semester credit hours in five of the six general academic areas: English, natural science, mathematics, social studies, foreign language and fine arts;
- C. Has a minimum of 36 semester credit hours in professional education in a planned program of study and experience in elementary education to be distributed among each of the following:
 - 1. **Foundations of Education** (This group includes areas such as philosophy of education, school effectiveness, history of education, and comparative education);
 - 2. **Educational Psychology** (This group includes such areas as growth and development of children from birth through life span, psychology of learning, child-adolescent psychology and mental hygiene);
 - 3. **Curriculum and Methods** (This group includes a minimum of 18 semester credit hours in teaching language arts, reading, mathematics, fine arts, science, social studies, and effective teaching skills, classroom management, measurement, and evaluation);
 - 4. **Educational Technology or comparable computer course;**
 - 5. **Special Education; and**
 - 6. **Student Teaching** (supervised observation, participation and full-time responsible teaching in an elementary school, totaling at least 6 but not more than 12 semester credit hours)
- D. Has successfully completed the required assessments

Professional Educator Class II Certificate Requirements (valid five years and continued every five years with special requirements)

To receive a Professional Educator Class II Certificate for elementary teaching, an applicant shall present evidence of having met the requirements for the Professional Educator Class I Certificate in addition to the following requirements:

A. Has completed forty school months of successful teaching within the last six years as documented by a board of education or the department of education; and

B. Has met one of the following requirements for course work at an approved institution or institutions:

1. Has completed not less than 30 semester credit hours beyond the Bachelor's degree. Such course work need not necessarily lead to a Master's degree and may consist of graduate and undergraduate courses. It shall consist of a planned program at an approved institution related directly to elementary education or the teacher's ability to provide instruction effectively or to meet locally determined goals and objectives or an individual program approved by the Board of Education and which is designed to increase the ability of the teacher to improve student learning; **OR**
2. Has completed a Master's degree in education at an approved and/or accredited institution

MIDDLE OR JUNIOR SECONDARY EDUCATOR CERTIFICATE

When Required

This certificate, or another certificate appropriate to the subject and grade level to be taught, shall be required for anyone employed by the Department of Education as secondary teacher in grades seven through twelve. This certificate shall also authorize the teaching of appropriate middle, junior high school or secondary academic subjects in the adult education high school diploma program and other adult education programs.

Validity of Certificate

Middle or Junior high school or secondary academic certificates for grades seven through twelve are valid for subjects listed, unless otherwise specified.

Professionals Educator Class I Certificate

On and after August 7, 2003 to receive a Professional Educator Class I Certificate for middle school or secondary academic subjects, an applicant shall present evidence of meeting the following requirements:

- A. Holds a Bachelor's degree from an approved and/or accredited institution;

- B. Has a minimum of 42 semester credit hours in five of the six general academic areas: English, natural science, mathematics, social studies, foreign language and fine arts;
- C. Has completed a subject-area major consisting of one of the following
 - 1. A major awarded by an approved and/or institution in the subject area for which certification is sought, except that a major in professional education may not be accepted in fulfillment of this requirement; or
 - 2. A minimum of 30 semester credit hours in the subject for which certification is sought and a minimum of 9 semester credit hours in a subject or subjects related to the subject for which certification is sought, except that major or course work in professional education may not be accepted in fulfillment of this requirement.
- D. Has successfully completed the required assessments
- E. Has a minimum of 26 semester credit hours in professional education in a planned program of study and experience in middle school or secondary education to be distributed among each of the following:
 - 5. **Foundations of Education.** (This group includes areas such as philosophy of education, school effectiveness, history of education, and comparative education);
 - 6. **Educational Psychology** (This group includes areas as growth and development of children from birth through life span, psychology of learning, child-adolescent psychology and mental hygiene);
 - 7. **Curriculum and Methods** (This group includes a minimum of 8 semester credit hours in teaching in the applicant's specific content area, or effective teaching skills, classroom management, measurement and evaluation);
 - 8. **Educational Technology or other comparable computer course;**
 - 9. **Special Education; and**
 - 10. **Student Teaching** (supervised observation, participation and full-time responsible teaching in a middle or secondary school, totaling at least 6 but not more than 12 semester credit hours)

Professional Educator Class II Certificate requirements (valid five years and continued every five years with special requirements)

To receive a Professional Educator Class II Certificate for middle or junior high or secondary teaching, an applicant shall present evidence of having met the requirements for the professional educator class I certificate in addition to the following requirements:

A. Has completed 40 schools months of successful teaching within the last six years as documented by a board of education or a department of education; and

B. Has met one the following requirements for course work at an approved and/or accredited institution or institutions:

1. Completed not less than 30 semester credit hours beyond the Bachelor's degree. Such course work need not necessarily lead to a Master's degree and may consist of graduate and undergraduate courses. It shall consist of a planned program at an approved and/or accredited institution related directly to middle or junior high or secondary education or the teacher's ability to provide instruction effectively or to meet locally determined goals and objectives or an individual program approved by the Board of Education and which is designed to increase the ability of the teacher to improve student learning; **OR**
2. Completed a Master's degree in education at an approved and/or accredited institution

ACADEMIC COURSE REQUIREMENTS FOR MIDDLE OR JUNIOR HIGH OR SECONDARY SUBJECTS

English Within the 30 semester credit hours required, the applicant must have course work in composition, American literature, and English literature.

History/Social Studies Within the 30 semester credit hours required, 18 credits must be in history and 12 credits in economics, anthropology, geography, political science and sociology. Specialized social studies endorsements will be given to applicants within 12 credits in any one of the academic areas.

Foreign and Classical Languages Within the 30 credits for a foreign language certification, the applicant must have course work in elementary, intermediate and advanced grammar and conversation, literature, culture and civilization

Mathematics Within the 30 credits for mathematics certification, the applicant must have course work in the basic math areas of algebra, geometry, trigonometry, and math course work in number theory, math history, statistics, and two courses of calculus. Course work in basic math may not be required for individuals who have completed 30 semester credit hours with a sequence of higher level course work.

General Science Within the 30 credits for general science certification, the applicant must have course work in biology, chemistry, and physics

Biology Within the 30 credits for biology certification, the applicant must have course work in botany, zoology, physiology, genetics and ecology.

Chemistry Within the 30 credits required for chemistry certification, the applicant must have course work in general chemistry, organic and inorganic chemistry.

Physics Within the 30 credits for physics certification, the applicant must have course work in general and modern physics.

ACADEMIC REQUIREMENTS FOR SPECIAL SUBJECTS

Art Within the 30 credits required for art certification, the applicant must have course work in art history, studio, drawing, painting, design, ceramics, sculpture, printmaking, crafts, photography, and metals.

Dance Within the 24 credits required for dance certification, the applicant must have course work in the various types of dance – including ballet, ballroom, ethnic, folk, jazz and modern, dance history, dance production, stagecraft, choreography, improvisation and human anatomy.

Health Within the 24 credits required for health certification, the applicant must have course work in human physiology and anatomy, microbiology, genetics, personal health, substance use and abuse, first aid, CPR, consumer health, nutrition, mental health, and social health

Physical Education Within the 24 credits required for physical education certification, the applicant must have course work in human anatomy, care and prevention of athletic injuries, physical training, team sports, individual sports, aquatics, kinesiology, physiology of exercise, adaptive physical education, CPR, first aid, elementary school games and procedures and dance.

Health and Physical Education Within the 48 credits required for health and physical education certification, the applicant must have the requirements previously specified for health and physical education.

Music Within the 36 credits required for music certification, the applicant must have course work in music theory (harmony, sight singing, dictation and counterpoint), applied music, large ensemble conducting, history of music, and music composition

Theatre/Drama Within the 24 credits required for theatre certification, the applicant must have course work in history of the theatre, theatrical production, basic acting skills and techniques, technical aspects of theatre such as scenery,

lighting, make up, sound properties, costume, special effects, and creative drama or children's theatre.

ENGLISH AS A SECOND LANGUAGE EDUCATOR

When Required

This certificate or another appropriate certificate shall be required for anyone employed by the Department of Education as a teacher of English as a second language resource teacher or a teacher in a self-contained classroom, grades kindergarten to twelve. This certificate shall also authorize teaching in the adult education high school diploma program and other adult education programs.

Validity of Certificate

This certificate shall authorize the holder to be a teacher or resource model of English as a second language for grades kindergarten through twelve.

Professional Educator Class I Certificate

On and after August 7, 2003, to receive Professional Educator Class I Certificate for teaching English as a second language, an applicant shall present evidence of meeting the following requirements:

- A. Holds a Bachelor's degree from an approved institution;
- B. Has a minimum of 42 semester hours of credit in five of the six general academic areas: English, natural science, mathematics, social studies, foreign language and fine arts;
- C. Has completed a major or equivalent in English as a second language consisting of 30 semester hours in the following course work: introduction to English linguistics, theories of first and secondary language acquisition, curriculum and methods for ESL, programs, second language assessment and evaluation, socio-cultural foundations of ESL education and second language literacy and identification;
- D. Has successfully completed the required assessments;
- E. Has a minimum of 26 semester hours of credit in professional education in a planned program of study and experience in elementary or secondary education to be distributed among each of the following:

1. **Foundations of Education.** (This group includes areas such as a philosophy of education, school effectiveness, history of education, and comparative education);
2. **Educational Psychology** (This group includes such areas as growth and development of children from birth through life span, psychology of learning, child-adolescent psychology and mental hygiene);
3. **Curriculum and Methods** (This group includes a minimum of 8 semester credit hours in teaching language arts, or reading, or mathematics, or fine arts, or science, or social studies, or effective teaching skills, classroom management, measurement and evaluation);
4. **Educational Technology or other comparable computer courses;**
5. **Special Education; and**
6. **Student Teaching** (supervised observation, participation and full-time responsible teaching in an ESL program in an elementary school or middle or secondary school totaling at least 6 but not more than 12 semester credit hours)

Professional Educator Class II certificate Requirements (valid five years and renewable every five years with special requirements)

To receive a Professional Educator Class II Certificate for teaching English as a second language, an applicant shall present evidence of having met the requirements for the professional educator Class I Certificate in addition to the following requirements:

A. Has completed forty school months of successful teaching within the last six years as documented by a board of education or the department of education;

B. Has met one of the following requirements for course work at an approved institution or institutions:

1. Completed not less than 30 semester credit hours beyond the Bachelor's degree. Such course work need not necessarily lead to a Master's degree and may consist of graduate and undergraduate courses. It shall consist of a planned program at an approved institution related directly to elementary or secondary education or English as a second language or the teacher's ability to provide instruction effectively or to meet locally determined goals and objectives or an individual program approved by the Board of Education and which is designed to increase the ability of the teacher to improve student learning; **OR**
2. Completed a Master's degree in education at an approved institution

Professional Educator Class III and IV certificate requirements (valid five years and renewable every five years) are required to meet the standards of the PEC II, along with the additional degree(s).

BILINGUAL EDUCATION EDUCATOR

When Required

This certificate, or another appropriate certificate shall be required for anyone employed by the Department of Education as a bilingual resource teacher or a teacher in a self contained classroom, grades kindergarten to twelve. This certificate shall also authorize teaching in the adult education high school diploma program and other adult education programs.

Validity of Certificate

This certificate shall authorize the holder to be a bilingual teacher or bilingual resource model for grades kindergarten through twelve.

Professional Educator Class I Certificate

On and after August 7, 2003, to receive Professional Educator Class I Certificate for teaching bilingual education, an applicant shall present evidence of meeting the following requirements:

- A. Holds a Bachelor's degree from an approved institution;
- B. Has a minimum of 42 semester hours of credit in five of the six general academic areas: English, natural science, mathematics, social studies, foreign language and fine arts;
- C. Has completed a major or equivalent in bilingual education consisting of 30 semester hours in the following course work: introduction to English linguistics, theories of first and secondary language acquisition, curriculum and methods for bilingual instructional programs, second language assessment and evaluation, socio-cultural foundations of bilingual education, current issues in bilingual education second land identification and service to special needs children;
- D. Has successfully completed the required assessments,
- E. Has a minimum of 26 semester hours of credit in professional education in planned program of study and experience in elementary or secondary education to be distributed among each of the following:
 - 1. **Foundations of Education** (This group includes areas such as philosophy of education, school effectiveness, history of education, and comparative education);
 - 2. **Educational Psychology** (This group includes such areas as growth and development of children from birth through life span, psychology of learning, child-adolescent psychology and mental hygiene);
 - 3. **Curriculum and Methods** (This group includes a minimum of 8 semester credit hours in teaching language arts, or reading, or

- mathematics, or fine arts, or science, or social studies, or effective teaching skills, classroom management, measurement and evaluation);
4. **Educational Technology or other comparable computer course;**
 5. **Special education; and**
 6. **Student Teaching** (supervised observation, participation and full-time responsible teaching in a bilingual program in an elementary school or middle or secondary school totaling at least 6 but no more than 12 semester credit hours)

Professional Educator Class II Certificate Requirements (valid five years and renewable every five years with special requirements)

To receive Professional Educator Class II Certificate for teaching bilingual education, an applicant shall present evidence of having met the requirements for the professional educator class I certificate in addition to the following requirements:

- A. Has completed 40 school months of successful teaching within the last six years as documented by a board of education or the department of education; and
- B. Has met one of the following requirements for course work at an approved institution or institutions:
 - 1 Completed not less than 30 semester credit hours beyond the Bachelor’s degree. Such course work need not necessarily led to a Master’s degree and may consist of graduate and undergraduate courses. It shall consist of a planned program at an approved institution related directly to elementary or secondary education or English as a second language or the teacher’s ability to provide instruction effectively or to meet locally determined goals and objectives or an individual program approved by the Board of Education and which is designed to increase the ability of the teacher to improve student learning; **OR**
 3. Completed a Master’s degree in education at an approved institution

Professional Educator Class III and IV refer to applicants who have at least an EDS, EDD or PHD. They must meet the requirements of the PEClass II with their additional degree.

SPECIAL EDUCATION EDUCATOR

When Required

This certificate or another appropriate certificate shall be required for anyone employed by the Department of Education as a special education teacher in grades kindergarten to twelve. This certificate shall also authorize teaching in the adult education high school diploma program and other adult education programs. Specialized areas for special education include mild/moderate or severe/profound disabilities, specific learning

disabilities, emotionally disturbed, severely multiple handicapped, mentally retarded, autistic and early childhood. Specific areas are: special education hearing impaired, special education visually impaired, special education deaf/blind, special education blind, special education deaf, special education orthopedic handicapped and other health related areas

Validity of Certificate

This certificate shall authorize the holder to be a teacher of special students in grades kindergarten through twelve. Special Education teachers at the middle or junior high or secondary level must have completed a subject area major in the subjects they are assigned to teach.

Professional Educator Class I Certificate

On and after August 7, 2003, to receive a Professional Educator Class I Certificate for special education, an applicant shall present evidence of meeting the following requirements:

- A. Holds a Bachelor's degree from an approved and/or accredited institution;
- B. Has a minimum of 42 semester hours of credit in five of the six general academic areas: English, natural science, mathematics, social studies, foreign language and fine arts;
- C. Has completed a major or the equivalent consisting of 36 semester hours in special education in the following course work: introduction to the education of exceptional children, characteristics of students with special needs, behavior management, assessment of students with mild/moderate disabilities, curriculum and methodologies for students with mild/moderate disabilities at the elementary, middle, junior high and high school levels, language and speech development, and collaboration with home, school and community, educational psychology, adaptive technology and student teaching (supervised observation, participation and full-time responsible teaching in special education classrooms in both an elementary school or middle school or junior high or secondary school totaling at least 6 but not more than 12 semester credit hours); **OR**
- D. Has completed a major in any of the specialized areas for special education at an approved and/or accredited institution;
- E. Has successfully completed the required assessments

Professional Educator Class II Certificate Requirements (valid five years and renewable every five years with special requirements)

To receive a Professional Educator Class II Certificate for special education, an applicant shall present evidence of having met the requirements for the Professional Educator Class I Certificate in addition to the following requirements:

A. Has completed 40 school months of successful teaching within the last six years as documented by a board of education or the department of education; and

B. Has met one of the following requirements for course work at an approved and/or accredited institution or institutions:

1. Completed not less than 30 semester credit hours beyond the Bachelor's degree. Such course work need not necessarily lead to a Master's degree and may consist of graduate and undergraduate courses. It shall consist of a planned program related directly to elementary or secondary education or special education or the determined goals and objectives or an individual program approved by the Board of Education and which is designed to increase the ability of the teacher to improve student learning; **OR**
2. Complete a Master's degree in education at an approved and/ or accredited institution in the specific special education area, for example- speech pathology

Special Endorsements

Endorsements in Adapted Physical Education

A holder of a certificate valid for teaching physical education may obtain an endorsement to teach adapted physical education by meeting the following requirements:

1. Complete 3 semester credit hours in approved course work relating to the characteristics and needs of special populations;
2. Complete 6 semester hours of approved course work in adapted physical education; and
3. Complete a practicum in physical activities with school-aged population of special needs children with a minimum of 45 contact hours

Endorsement for Holders of Elementary Educator Certificates

Holders of elementary educator certificates may obtain endorsements to teach specific subjects or fields at the high school level by completing a minimum of 18 upper division credit hours in each specific academic area and a minimum of 3 semester hours in adolescent psychology and a minimum of 3 semester credits in methods of teaching the specific academic area at the middle, junior high or high school level.

Endorsement in English as a Second Language

A holder of an early childhood, elementary middle or secondary English and foreign language educator certificate may obtain an endorsement to teach English as a second language at the appropriate grade level by meeting the following requirements:

- a. English language proficiency (graduate of an institution of higher education in which English is the medium of instruction or demonstration of proficiency in reading, writing and speaking English through testing as determined by a designated official at the University of the Virgin Islands; and
- b. Completion of college level course work in a second language to include – elementary and intermediate grammar and conversation, culture and civilization and a minimum of 18 semester hours of course work in these content areas: introduction to English linguistics, curriculum and methods for ESL programs, second language assessment and evaluation, socio-cultural foundations of ESL education, second language literacy, theories of first and second language acquisition and a 45-hour practicum in ESL program.

Endorsement for Bilingual Endorsements

A holder of an elementary educator certificate may obtain an endorsement to serve as an elementary bilingual teacher by:

1. Demonstrating proficiency in speaking, reading and writing in a language other than English and an understanding of the history and culture associated with the target language. This proficiency must be determined by a designated official from the University of the Virgin Islands; and
2. Completion of a minimum of 9 semester credit hours in methods and materials in bilingual education in elementary education, social foundations of bilingual-bicultural education, and current issues in bilingual education

A holder of a middle or secondary educator certificate may obtain an endorsement to teach a specific subject or field in bilingual programs by demonstrating proficiency as stated above and completion of a three-semester-hour course in methods and material in secondary bilingual education, social foundations of bilingual-bicultural education and current issues in bilingual-bicultural education.

SPECIAL CONDITIONS

Current elementary or middle or secondary teachers who do not meet these requirements must successfully complete a local or national assessment or “high, objective, uniform standard of evaluation” to demonstrate competence or complete the required course work. This evaluation will be developed by a professional team led by the University of the Virgin Islands and will be administered by the University beginning in 2005.

Current teachers who successfully complete the assessment or evaluation and hold at least Bachelor’s degrees will be issued Profession Educator Class I or Class II Certificates in the areas of specialization.

Current elementary, middle school or secondary teachers who must take the Praxis Professionals will have three opportunities to pass all sections of the examination.

Current teachers may complete the alternative route to certification outlined in the appendix and be eligible for a Professional Educator Class I Certificate. This alternative route will be developed by the University of the Virgin Islands and may commence as early as fall of 2004.

Current teachers who have not met the student teaching requirement may enroll in a clinical assessment course to fulfill the student teaching requirement effective 2004.

All current teachers must meet these requirements set forth in the guidelines for certifications and be certified by August, 2006.

All holders of elementary and secondary educator certificates who have completed a total of 18 semester hours in reading or special education or early childhood will be eligible for an endorsement in that area.

School Registrar

When Required

This certificate shall be required for anyone employed by the Department of Education as a registrar.

Validity of Certificate

This certificate shall authorize the holder to perform the duties of registrar at an elementary, middle, junior high or secondary school.

Professional Educator Class I Certificate Requirements (valid for five years and renewable every five years with special requirements)

On and after August 7, 2003 to receive a Professional Educator Class I Certificate for a school registrar, an applicant shall present evidence of meeting the following requirements:

- A. Holds a Bachelor's degree in education or business administration from an accredited and/or approved institution;
- B. Has a minimum of 42 semester credit hours in five of the six general academic areas: English, natural science, mathematics, social studies, foreign language and fine arts;
- C. Has completed a minimum of one introductory course in special education;
- D. Has completed 18 semester hours of credit in computer science or related computer area; **and**
- E. Has a minimum of 30 school months of successful teaching or administrative experience

Professional Educator Class II Certificate Requirements (valid for five years and renewable every five years with special requirements)

On and after August 7, 2003 to receive a Professional Educator Class II Certificate to serve as a school registrar, an applicant shall present evidence of meeting the requirements for a Professional Educator Class I certificate in addition to the following requirements:

- A. Holds a Bachelor's degree;
- B. Has completed, as part or in addition to the Master's degree, a minimum of 30 semester credit hours in course work related to the work of a registrar; and
- C. Has a minimum of thirty school months of successful teaching or administrative experience.

School Counselor Certificate

When required

This certificate is required for a person serving in the employ of the Department of Education as a school counselor in kindergarten through grade 12 or coordinating school counseling services within a single school or several schools except that a supervisor certification may be required if employed in a supervisory capacity.

Professional Educator Class II Certificate Requirements (valid for five years and renewable every five years with special requirements)

On and after August 7, 2003 to receive a Professional Educator Class II Certificate to serve as a school counselor, an applicant shall present evidence of meeting the following requirements:

A. Holds a Master's degree;

B. Has completed, as part or in addition to the Master's degree, a minimum of 30 semester credit hours in a planned program in school counseling services as attested to by an institution approved and/ or accredited for the preparation of school counselors including study and experience to be distributed among each of the following;

1. Principles and philosophy of developmental guidance and counseling;
2. Psychological and sociological theory as related to children, youth and families;
3. Career development theory and practice;
4. Individual and group counseling procedures;
5. Organizational patterns and relationship of pupil personnel services to total school program and community;
6. Pupil appraisal and evaluation techniques; and
7. School-based consultation theory and practice

C. Has completed a minimum of one introductory course in special education and computer;

D. Has a minimum of 30 school months of successful teaching or counseling experience at the elementary secondary levels; **OR**

E. Holds or is eligible for a Virgin Islands Board of Education teaching certificate; and

F. Has completed all required assessments

School Psychologist

When Required

This certificate is required for anyone serving in the employ of the Department of Education as a school psychologist.

Professional Educator Class II Certificate Requirements (valid for five years and renewable every five years with special requirements)

On and after August 7, 2003 to receive a Professional Educator Class II Certificate to serve as a school psychologist, an applicant shall present evidence of meeting the following requirements:

A. Holds a Master's degree;

B. Has completed, as part or in addition to the Master's degree, a minimum of 39 semester credit hours in a planned program in school psychological services as attested to by an institution approved for the preparation of school psychologist including study and experience to be distributed among each of the following;

1. Evaluation techniques, including observation, clinical appraisal and testing, and integration and interpretation of data;
2. A Supervised practicum for field work experience with school age children;
3. Characteristics of and programs for exceptional children for the planning of educational programs;
4. Human growth and personality development and the implications of individual differences among normal and exceptional children for the planning of educational programs;
5. Individual and group counseling skills, modification of behavior techniques and interviewing skills; and
6. Learning theories as applied to the teaching process

C. Has a minimum of 30 school months of successful teaching or counseling experience at the elementary or secondary levels; **OR**

D. Holds or is eligible for a Virgin Islands Board of Education teaching certificate; and

E. Has completed required assessment and licensing requirements

Educational Diagnostician

When Required

This certificate is required for anyone serving in the employ of the Department of Education as an educational diagnostician.

Professional Educator Class II Certificate Requirements (valid for five years and renewable every five years with special requirements)

On and after August 7, 2003, to receive a Professional Educator Class II certificate to serve as an educational diagnostician, an applicant shall present evidence of meeting the following requirements:

A. Holds a Master's degree;

B. Has completed, as part or in addition to the Master's degree, a minimum of 39 semester credit hours in a planned program in educational diagnostician services as attested to by an institution approved for the preparation of educational diagnosticians including study and experience to be distributed among each of the following;

1. Evaluation techniques, including observation, testing, and interpretation of data;
2. A supervised practicum for field work experience with school age children;
3. Characteristics of and programs for exceptional children;
4. Human growth and personality development and the implications of individual differences among normal and exceptional children for the planning of educational programs; and
5. Learning methods, strategies techniques and approaches as applied to the teaching process

C. Has a minimum of 30 school months of successful teaching or counseling experience at the elementary or secondary levels; **OR**

D. Holds or is eligible for a Virgin Islands Board of Education teaching certificate; and

E. Has completed required assessments

School Social Worker

When Required

This certificate is required for anyone serving in the employ of the Department of Education as a school social worker

Professional Educator Class II certificate Requirements (valid for five years and renewable every five years with special requirements)

On and after August 7, 2003, to receive a Professional Educator Class I Certificate to serve as a school social worker, an applicant shall present evidence of meeting the following requirements:

A. Has completed a minimum of 30 school months of successful service as a school social worker or as a teacher at the elementary or secondary level;

B. Has completed, as part or in addition to the Master's degree, a minimum of 36 semester hours of graduate credits at an approved and/or accredited institution or institutions in social work classes and related areas designed to strengthen the skills and knowledge needed in the area of social work and to include work in related disciplines such as sociology and special education;

C. Has completed a minimum of one introductory course in special education and computer; and

D. Has completed all required assessments and licensing requirements

School Librarian

When Required

This certificate is required for anyone serving in the employ of the Department of Education as a school librarian.

Professional Educator Class II Certificate Requirements (valid for five years and renewable every five years with special requirements)

On and after August 7, 2003 to receive a Professional Educator Class II Certificate to serve as a school librarian, an applicant shall present evidence of meeting the following requirements:

A. Has completed a minimum of 30 school months of successful service as a school librarian or as a teacher at the elementary or secondary level;

B. Has completed, as part or in addition to the Master's degree, a minimum of 36 semester hours of graduate credit at an approved and/or accredited institution or institutions in library science classes and related areas designed to strengthen the skills and knowledge needed in the area of library science;

C. Has completed a minimum of 6 semester hours in child and adolescent psychology;

D. Has completed a minimum of one introductory course in special education; and

E. Has completed all required assessments

Administration or Supervision

When required

This certificate shall be issued for a person employed by the Department of Education who is designated as elementary or secondary school principal, elementary, middle or junior high or secondary assistant principal, curriculum coordinator, supervisor of instruction or any person who has the primary responsibility for directing or coordinating or managing certified staff and resources, or any person responsible for summative evaluation of certified staff.

On and after August 7, 2003 to receive a Professional Educator Class II Certificate for administration or supervision, an applicant must work in the Virgin Islands public schools for periods specified for the various positions and shall present evidence of meeting the following requirements:

- A. Holds at least a Master's degree in administration/supervision from an approved institution;
- B. Completion of a planned program of graduate study with a minimum of 30 credit hours in the following areas:
 - 1. Psychological and pedagogical foundations of learning (learning styles, teaching styles, theories of human growth and development and tests and measurement);
 - 2. Curriculum development and program monitoring;
 - 3. School administration (school finance, school law, public relations, and leadership training);
 - 4. Personnel evaluation and supervision (theories and techniques, current practices, staff development, and human);
 - 5. Contemporary educational problems and solutions from policy-making perspectives, which may include the use of research
- C. Completed a minimum of 6 semester hours in special education;
- D. Completed a minimum of 3 semester credits in educational technology;
- E. Holds a Professional Educator Class I or Class II certificate in the particular area for which certification is requested. Example – Secondary Science Teacher could be certified as a Coordinator, Supervisor, for Science Programs or as an Assistant Principal for Secondary Schools; and
- F. Has completed the required assessment for the requested certification
- G. FOR NEW ADMINISTRATORS:***
 - A. Five years of satisfactory ratings as a classroom teacher
 - B. At least a Master's degree in Administration
 - C. A Passing Score of 156 on the PRAXIS II in Administration

H. FOR RECERTIFICATION OF SENIOR ADMINISTRATORS:*

- A. Five years of satisfactory ratings as an administrator
- B. Six credits from a college/university **OR** 14 hours of professional development
- C. A portfolio which will include:
 - 1. Pictures/videos of student and faculty successes spearheaded by the individual
 - 2. information on a “special” project spearheaded by the administrator
 - 3. A one-page summary of a successful experience as an administrator **OR** a one-page summary of a challenge that was overcome by the administrator

- Both policies were approved on Friday, January 20, 2012 by the 16th VIBE

F. COORDINATORS AND SUPERVISORS

This certificate shall be issued for a person employed by the Department of Education who is a Coordinator or Supervisor in the Department of Education. An applicant will receive a Professional Educator Class II Certificate and must present evidence of meeting the following requirements:

- 1. A Master’s degree in administration **OR**
- 2. A Master’s degree in Teaching and Learning with twenty-one credits in Teaching and Learning and nine credits in administration **OR**
- 3. A Master’s Degree and must pass the PRAXIS 2 in administration and have 18 credits in Teaching and Learning **OR**
- 4. Must have a Master’s Degree in the content area and must pass the PRAXIS 2 in Administration.

Coordinators and supervisors who wish to be considered for positions as principals and assistant principals must have a Master’s degree in Administration.

I.

Service Time and Additional Qualifications

- A. Elementary, middle or junior high school or secondary principal – minimum of 5 years as an assistant principal at that level and 12 credits beyond the master’s level
- B. Specialist – minimum of 5 years as a teacher and 12 credits beyond the master’s level in specific area and level
- C. Elementary, middle school or junior high or secondary assistant principal-minimum of 5 years as a teacher at that level or any other professional position at that level in a school system
- D. Director – minimum of 4 years as a teacher or any other professional position in the school system

- E. Supervisor, coordinator – minimum of 3 years as a teacher in the particular area and Level

PROFESSIONAL EDUCATOR CLASS III

All candidates for the Professional Educator Class III certificates must meet all criteria as outlined above in all elementary and subject areas. The candidates must also meet all criteria in any other specialized area. The candidates must hold an Educational Specialist Degree to obtain this certification.

PROFESSIONAL EDUCATOR CLASS IV

All candidates for the Professional Educator Class IV certificates must meet all criteria as outlined above in all elementary and subject areas. The candidates must also meet all criteria in any other specialized area. The candidate must hold a Doctorate in Education or Philosophy.

PROVISIONAL/CONDITIONAL CERTIFICATION:

- **Internship Certificate:** To obtain this certificate, students must have a recommendation from a college/university, have completed 50% of an approved graduate teacher education program, and have a job commitment where they can serve their internship. Colleges may require one or more certification exams for this certificate. The Internship Certificate is valid for two years and may not be renewed or extended; after two years, the holder is expected to have completed all requirements, and his/her college will recommend the holder for the Initial Certificate. The Internship Certificate becomes void if you leave or fail to graduate from the program.
- **Initial Certificate:** The Initial Certificate is the First-level teaching certificate and is issued for a specific subject or grade level. It is valid for five years (with the possibility of a time extension if you are eligible). A holder of an Initial Certificate must apply to the VIBE for the Professional Educator Certificate upon completion of all requirements.
- **Transitional Certificate:** This certificate is the Entry-level certificate for teachers who hold a certificate in the same or equivalent title from another state, or holds a national (USA) certificate, or who is deemed an International Teacher, who has met the credentialing requirement standards, but who has not yet met the Virgin Islands testing requirements. The Transitional Certificate allows the holder up to two years to meet the testing requirements to qualify for an Initial Certificate.

Special Considerations

- A. **Current teachers who do not meet these requirements must successfully complete a local or national assessment or a “high, objectives, uniform standard of evaluation” as outlined below to demonstrate competency or complete the required course work.**

(HIGHLY OBJECTIVE UNIFORM STATE STANDARD OF EVALUATION) 150 POINTS

I. COLLEGE-LEVEL COURSE WORK – 30 POINTS

This includes degrees in the academic area and all course work that relates to the area of expertise.

II. PROFESSIONAL DEVELOPMENT – 10 POINTS

This should include at least ten (10) hours of documented professional development for full credit.

III. PROFESSIONAL SERVICE – 10 POINTS

This should include years of service in a specific area such as department chairperson, cooperating teacher, or resource teacher.

IV. TEACHING EXPERIENCE – 30 POINTS

Teachers will be given 2 points for each year of satisfactory experience up to 30 points.

V. EVALUATION AND OBSERVATION – 10 POINTS (MANDATORY)

Each candidate will be observed by a professional and will participate in a pre- and post-evaluation session. They will also submit satisfactory evaluations for the last five years.

VI. STUDENT ACHIEVEMENT – 10 POINTS

Evidence of student achievement based on student performance in academic activities, sports, or humanities competitions and in testing performance can be submitted for points while under the teacher’s supervision. Documents must be included to support the results.

VII. PORTFOLIO – 50 POINTS

Each professional shall complete a portfolio which includes the following areas (10-20 pages):

- a. A short essay on his/her educational philosophy
- b. a sample lesson plan
- c. greatest accomplishment as a teacher
- d. greatest challenge as a teacher
- e. a one- page summary of an article on any educational concept

VIII. FINAL EVALUATION

A teacher must accumulate 130 points in order to receive certification.

IX. TEACHER ELIGIBILITY

In order to qualify for the VI HOUSSE a teacher must meet the following criteria:

- a. He or she must have a degree in the content area(s) in which he/she teaches.
- b. He or she must have taught for at least 15 years in the system.
- c. He or she must have had satisfactory ratings for the past five years.

B. Student Teaching Waiver

The student teaching requirement shall be considered satisfied when a teacher has taught in the Virgin Islands public school system with satisfactory or better evaluations for five (5) consecutive school years. This shall apply only to teachers hired in 1997 or before.

Current administrators who successfully complete the assessment or evaluation and hold Master's degrees will be issued Professional Educator Class II Certificates in the special area of administration.

All current administrators must meet these guidelines for certifications and be certified by August, 2006.

Part VI Appeal Process

Denial of a Certificate

The Board may deny issuance of any certificate when, in the opinion of the Board, an applicant does not meet or has not fulfilled the appropriate requirements for such certificate. The specific reason or reasons for the denial will be stated.

If the Board denies issuance of a certificate, the applicant may file within 15 days of the receipt of notification of such denial, a request for review of the Board's decision. If an appeal is not received within the specified time frame, the decision of the Board becomes final.

A request to review shall contain: the full name, address, social security number and telephone number of the applicant making the request; a clear and concise statement of the reason for which the applicant believes the board erred; and any documentary evidence which supports the applicant's position.

The Board shall review the request and accompanying information. The Board will either issue a certificate or notify the applicant in writing, that the decision to deny issuance of the certificate is upheld. Any decision of the Board shall be made within 30 days of receipt of request of the review.

Revocation of Certificate

Any certificate issued by the Board may be revoked by the Board if the Board finds one or more of the following just causes exists:

1. The holder of the certificate obtained the certificate through fraud or misrepresentation of a material fact;
2. The holder has persistently neglected to perform the duties for which the certificate was granted;
3. The holder is professionally unfit to perform the duties for which the certificate was issued;
4. The holder is convicted of a crime involving moral turpitude or any other crime of such nature that, in the opinion of the Board, continued possession of a certificate would impair the standing of certificates issued by the Board; or
5. other due and significant cause, which includes but is not limited to, failure to successfully complete a three-credit course in Virgin Islands History during the first year of service as required by Virgin Islands Law

If the Board finds probable cause for the revocation of a certificate, the holder of the certificate will be informed in writing. Such notice shall include the grounds upon which the revocation is based and a statement that the holder may, within 15 days after receiving the notice, either:

1. surrender the certificate to the Board of Education and thereby terminate the right to serve in a position requiring such a certificate and written statement waiving the right to a hearing; or
2. request in writing a hearing before the Board.

If requested, a hearing will be conducted within 30 days of receipt of the request for a hearing. The decision will be provided to both the appellant and the Department of Education.

REFERENCES

Certification guidelines from Hawaii, Florida, Georgia, Alaska, Vermont, Maine, New York, Connecticut, New Jersey, California, Alabama, Puerto Rico and Guam.

National Association of State Directors of Teacher Education and Certification – Manual on Certification and Preparation of Educational Personnel in the United States.

American Association of Colleges for Teacher Education – Alternative Preparation for Licensure

National Education Association – Fast Facts

National Center for Education Information – Alternative Teacher Certifications: A State by State Analysis. 1991-92

Virgin Islands Department of Education – Proposed Teacher Certification Handbook

No Child Left Behind Law

Appendix A

Glossary of Terms

ACADEMIC MAJOR

A total of 30 semester credit hours in the major field of study with a minimum of 18 semester hours at the junior or above college level with a minimum grade point average of 2.0 on a four point scale and no grades lower than a “C” in the major field of study

ACCREDITED INDTITUTION

Any post secondary institution accredited by one of the six national accrediting commissions

APPROVED INSTITUTION

Any post secondary institution approved by the Virgin Islands Board of Education

APPROVED PROFESSIONAL DEVELOPMENT

Staff development activities, which have been approved, prior to initiation of the activity, by the Board of Education; such approval shall indicate the number of CEU credit hours to be allowed for the activity.

APPROVED PROGRAM

A post secondary teacher education program holding current approved status under the program standards of the Virgin Islands Board of Education

EVIDENCE OF COURSE WORK

Official college and/or university transcript bearing the seal of the institution

GRADUATE LEVEL

Course work taken at an accredited post secondary institution, which offers graduate courses. Such course work will be indicated graduate level on the institution's transcript and/or in the institution's catalog

SUCCESSFUL PROFESSIONAL EXPERIENCE

A statement from a school district indicating the actual experience in terms of subject area, grade level, length of service and rating.

HIGHLY QUALIFIED

A professional who holds a Virgin Islands Board of Education Professional License or an accepted license from another jurisdiction and is working in the area of his/her certification

TEACHING ENDORSEMENTS

The areas an individual may teach that are not covered under the existing certificates and for which the stated endorsement requirements have been met

Appendix B

HIGHLY QUALIFIED TEACHERS DEFINITION

Background information

1. The Virgin Islands Board of Education issues professional licenses to all professionals who meet the established certification criteria through regular and alternative routes. Certificates are valid for five years. Prior to 1992, some permanent licenses were issued.
2. The Virgin Islands Board of Education issues Special Three-Year Teaching

Licenses that do not meet the **No Child Left Behind Criteria** for “full Virgin Islands certification” to professionals who have ten years of experience and a Bachelor’s degree or five years of service and a Masters’ degree. During this three-year period, the professionals are required to complete the requirements for “full Virgin Islands certification.” These special licenses will be extended through August of 2006. During this period all holders of the special license must complete all certification requirements.

3. The Virgin Islands Board of Education issues Emergency Placement Letters for emergency placement of professionals who hold Bachelors degrees in particular disciplines. Emergency Placement Letters will not be issued after August 31, 2005.
4. On September 23, 1992, the Legislature of the Virgin Islands required proficiency testing for new teachers. In 1996, the Praxis Examination series was selected as the instrument.
5. On September 23, 1992 the Legislature of the Virgin Islands required all new staff to take a course in Virgin Islands History during the first year of employment. The Board is requiring that this course be considered mandatory professional development during the first year of service and, therefore, will not be considered a requirement for initial certification.
6. The Professional Staff Certificate Regulation adopted on August 6, 2003, provides for two classes of professional educator certificates. Class I certificates will be issued to professionals with Bachelor’s degrees in each discipline for which they qualify and Class II certificates will be issued to professionals with Master’s degrees in each discipline for which they qualify.
7. In this document “teacher” refers to the elementary school teachers to middle and/ or junior high and secondary school teachers of “core academic subjects” as defined in NCLB to include “English, reading, or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography,” The NCBL definition does not appear to be applicable to teachers of driver education, health education, physical education, or career local technical education.
8. The Virgin Islands Board of Education accepts a minimum of 30 semester credit hours in the major field of study with a minimum of 18 semester hours at the junior or above college level with a minimum grade point average of 2.0 on a four-point scale and no grade lower than C in the major field of study as the definition of an “academic major.”

GUIDE FOR DETERMINING HIGHLY QUALIFIED TEACHERS
Based on Criteria Provided in the *NO CHILD LEFT BEHIND ACT OF 2001*

Teachers New to the Profession (employed for the first time in Virgin Islands public schools after the first day of school, 2002- 2003):

1. A new elementary teacher, including a teacher of special education students, holds a valid Virgin Islands Board of Education Class I Certificate in Early Childhood Education, Elementary Education, or an area of Special Education that includes elementary grades and is assigned to a grade(s) covered by that certificate; **OR**

Holds a valid Virgin Islands Board of Education Class II Educator Certificate in Early Childhood Education, Elementary Education, or an area of Special Education that includes elementary grades and is assigned to a grade(s) covered by that certificate; **AND**

Has passed a Board approved test (Praxis I Initial Academic Skills Assessments Test or the Praxis II Multiple Assessments Teacher Test or another “rigorous” test) covering subject knowledge and teaching skills in reading, writing, mathematics and other areas of the basic elementary school curriculum

NOTE: Teachers of art, dance, English as a second language, foreign language(s), music, physical education, reading, or theatre assigned to elementary schools must:

hold a certificate in that discipline that includes elementary grades; or hold a certificate in early childhood education, elementary education, or an area of special education that includes elementary grades

2. A new middle/junior high/ secondary teacher who teaches a “core academic subject” (“English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography”) holds a valid Virgin Islands Board of Education Teaching Certificate for every core academic subject the teacher teaches; **OR**

is teaching one or more science courses, holds certification in general science, has academic major or the equivalent (30 semester hours in the academic area with at least 18 upper division hours) in an area of science and is teaching courses in another area of science for which the teacher has earned 12 credit; **OR**

is teaching one or more social studies courses, holds certification in social studies, has an academic major or the equivalent (30 semester hours in the academic area with at least 18 upper division hours) in an area of social studies and is teaching courses in another area of social studies for which the teacher has earned 12 credits; **AND**

Has passed a Board approved test (Praxis I Academic Skills Assessment or Praxis II Subject Assessments/Specialty Area Tests or another “rigorous” test).

- NOTES:**
1. Criteria for middle/junior high/secondary teachers are applicable to teachers of special education students.
 2. Criteria for middle/junior high/secondary teachers may be applied to elementary teachers of Grades 4-6 who teach in a departmentalized school.

Teachers Not New to the Profession (employed in Virgin Islands public schools for the 1996 school year but before or on the first day school 2002-2003)

1. **A not-new elementary teacher**, including a teacher of special education students, holds at least a valid Virgin Islands Board of Education Teaching Certificate in early childhood education, elementary education or an area of special education that includes elementary grades and is assigned to the grades(s) covered by the certificate; **AND**

has passed a Board-approved test (Praxis I Academic Skills Assessment Test or the Praxis II Multiple Assessments Teacher Test or another “rigorous” test), covering subject knowledge and teaching skills in reading, writing, mathematics and other areas of the basic elementary school curriculum.

- NOTE:** Teachers of art, dance, English as a second language, foreign language(s), music, physical education, reading, or theatre assigned to an elementary school must:

hold a certificate in that discipline that includes elementary grades;
or hold a certificate in early childhood education, elementary education, or an area of special education that includes Elementary grades

2. **A not-new middle/junior high/secondary teacher who** teaches a “core academic subject” (“English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, geography”) holds a valid Virgin Islands Board of Education Teaching Certificate for every core academic subject the teacher teaches; **OR**

Is teaching one or more sciences courses, holds certification in General Science, has academic major or the equivalent (30 semester hours in the academic area with at least 18 upper division hours) in an area of science and is teaching courses in another area of science for which the teacher has earned 12 credits; **OR**

Is teaching one or more social studies courses, holds certification in Social Studies, has an academic major or the equivalent (30 semester hours in the academic, area of science for which at least 18 upper division hours) in an area of social studies and is teaching courses in another area of social studies for which the teacher has earned 12 credits; **OR**

Has passed a Board approved academic subject area test (Praxis II subject Assessments/Specialty Area Tests or other “rigorous” test) in each of the academic subject the teacher teaches.

NOTES:

1. Criteria for middle/junior high/secondary teachers are applicable to teachers of special education students.
2. Criteria for middle/junior high/secondary teachers may be applied to elementary teachers of Grades 4-6 who teach in a departmentalized school.

Definition

Teachers Not New to the Profession (employed in Virgin Islands public schools before September 1996)

1. **A not-new elementary teacher**, including a teacher of special education students, holds a valid Virgin Islands Board of Education Teaching Certificate in Early Childhood Education, Elementary Education, or an area of Special Education that includes elementary grades and is assigned to grade(s) covered by that certificate; **OR**

Demonstrated competence in subject matter knowledge and pedagogy in reading, writing, mathematics and other subjects of the elementary curriculum based on a Board approved “high, objective, uniform standard of evaluation” that:

- ❖ is established by the Virgin Islands for grade appropriate academic subject matter and pedagogical skills;
- ❖ is aligned with the Virgin Islands academic content and student achievement standards;
- ❖ provides objective, coherent information about the teacher’s attainment of core content knowledge in the academic subject she teaches;
- ❖ is applied uniformly to all teachers in the same academic subject and grade level throughout the territory;
- ❖ takes into consideration, but is not based primarily on, the time the teacher has been teaching the subjects;

- ❖ is made available to the public upon request; and
- ❖ may involve multiple, objective measures of teachers competency.

2. A **not-new middle/junior high/ secondary teacher** who teaches a “core academic subject” (“english, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history and geography) holds a valid Virgin Islands Board of Education Teaching Certificate *for every core academic subject the teacher teaches*; **OR**

Has passed a Board approved academic subject area test (Paraxis II Subject Assessments/Specialty Area Tests and any other “vigorous” test) in each of the academic subjects the teacher teaches; **OR**

Is teaching one or more science courses, holds certification in General Science has an academic major or the equivalent (30 semester hours in the academic area with at least 18 upper division hours) in an area of science and is teaching courses in another area of science for which the teacher has earned 12 credits; **OR**

Page 6

Definition

Is teaching one or more social studies courses, holds certification in Social Studies, has an academic major or the equivalent (30 semester hours in the academic area with at least 18 upper division hours) in an area of social studies and is teaching courses in another area of social studies for which the teachers has earned 12 credits; **OR**

Demonstrated competence in all academic subjects the teacher teaches based on a Board approved “high, objective, uniform standard of evaluation” that:

- is established by the Virgin Islands for grade appropriate academic subject matter and pedagogical skills;
- is aligned with the Virgin Islands academic content and student achievements standards;
- provides objectives, coherent information about the teacher’s attainment of core content knowledge in the academic subjects she teaches;
- is applied uniformly to all teachers in the same academic subject and grade level throughout the territory;
- takes into consideration, but is not based primarily on, the time the teacher has been teaching the subject;
- is made available to the public upon request; and
- may involve multiple, objective measures of teacher competency.

NOTES:

1. Criteria for middle/junior high/secondary teachers are applicable to teachers of embedded credit courses and teachers of special education students.

2. Criteria for middle/junior high/secondary teachers may be applied to elementary teachers of Grades 4-6 who teach in a departmentalized school.

Appendix C

THE VIRGIN ISLANDS ALTERNATIVE ROUTES TO TEACHER CERTIFICATION (VARTC)

PRIMARY PURPOSE

The purpose of the Virgin Islands Alternative Routes to Teacher Certification (VARTC) is to address local teacher shortages in specific grade levels in subject areas and in order to promote diversity of culture and gender by expanding the pool of under represented teacher candidates.

The model is designed to facilitate the licensure of knowledgeable, skilled and trained individuals who have an interest in teaching within the above parameters. A non-traditional route does not lead to an “alternative license.” It does not result in lower standards for entry into the profession, nor does it enable untrained or inadequately trained individuals to engage in classroom practice.

DEFINITION

Virgin Islands Alternative Routes to Teacher certification program is defined as a system through which individuals who possess an earned bachelor’s degree from an accredited post secondary institution and have a major or a graduate degree in the field of specialization in which he or she will teach, may become certified to teach. This approach is designed to address local teacher shortages in specific grade levels, in subject areas, and in order to expand the pool of under represented teachers candidates to promote diversity of culture and gender. Individuals become certified by the successful completion of required course work and supervised practical experience offered under conditions which vary from the traditional teacher preparation program. This alternative route may also be used to enable currently certified teachers to acquire additional endorsements in areas of critical needs.

GRADE LEVEL/SUBJECT AREAS COVERED

The VARTC program will include all grade levels, kindergarten to twelve, and all teacher certification endorsement areas where there is a critical need. This need should also be verified by the American Federation of Teachers bargaining unit to assure that there is no existing pool of appropriately certified teachers.

CANDIDATE REQUIREMENTS

In order to be admitted into VARTC program, a candidate must:

1. Posses an earned bachelor's degree from an approved and/or accredited postsecondary institution;
2. For grades seven to twelve, have a major or graduate degree in the field of specialization in which he or she wishes to teach;
3. For grades kindergarten to sixth, have a major in the liberal arts, the humanities, the social sciences, the mathematical and natural sciences , the arts, or sciences, and in addition to such major, a minor of at least 20 semester hours in another field deemed appropriate for elementary education;
4. Pass both the PRAXIS I Professional Assessment Test and the appropriate subject area examination of the PRAXIS II, Subject area exam;
5. Provide a physician's certificate of good health;
6. Pass a criminal history check;
7. Be working under emergency placement in the Virgin Islands or proof of former or current employment in a private or parochial school, with a satisfactory or better performance rating; and
8. Except in the case of persons engaged to teach a Foreign Language, have at least 5 years of experience in the field of specialization in which he or she will teach;

CANDIDATE RESPONSIBILITIES

Elementary Educator Candidates

Successfully complete all required coursework and supervised experience(s), including:

- A. 20 semester hours of theoretical and practical knowledge in the developmental needs of elementary students, the needs of the exceptional child, methods and materials of instruction in math, language arts, educational technology, classroom management;
and

- B.** A uniquely designed clinical assessment based upon the practice and understanding of equality of educational opportunity and in accordance with other approved guidelines by the University of the Virgin Islands

Middle or secondary Educator Candidate

Successfully complete all required coursework and supervised experience(s), including:

- C.** A 20 semester hours of theoretical and practical knowledge in the developmental needs of elementary students, the needs of the exceptional child, methods and materials of instruction in math, language arts, educational technology, classroom management; **and**

- D.** A uniquely designed clinical assessment based upon the practice and understanding of equality of educational opportunity and in accordance with other approved guidelines by the University of the Virgin Islands

**VIRGIN ISLANDS BOARD OF EDUCATION
DRAFT OF VI HOUSSE
(HIGHLY OBJECTIVE UNIFORM STATE STANDARD OF EVALUATION)
150 POINTS**

- I. COLLEGE-LEVEL COURSE WORK – 30 POINTS**
This includes degrees in the academic area and all course work that relates to the area of expertise.

- II. PROFESSIONAL DEVELOPMENT – 10 POINTS**
This should include at least ten (10) hours of documented professional development for full credit.

- III. PROFESSIONAL SERVICE – 10 POINTS**

This should include years of service in a specific area such as department chairperson, cooperating teacher, or resource teacher.

IV. TEACHING EXPERIENCE – 30 POINTS

Teachers will be given 2 points for each year of satisfactory experience up to 30 points.

V. EVALUATION AND OBSERVATION – 10 POINTS (MANDATORY)

Each candidate will be observed by a professional and will participate in a pre- and post-evaluation session. They will also submit satisfactory evaluations for the last five years.

VI. STUDENT ACHIEVEMENT – 10 POINTS

Evidence of student achievement based on student performance in academic activities, sports, or humanities competitions and in testing performance can be submitted for points while under the teacher's supervision. Documents must be included to support the results.

SPECIAL CONSIDERATIONS:

Current professional staff of the Department of Education who have been employed for the past 3 years and must complete a student teaching requirement for certification can complete the uniquely designed clinical assessment based upon the practice and understanding of equality of educational opportunity and in accordance with other approved guidelines by the University of the Virgin Islands.

Appendix D

**INTERSTATE AGREEMENT
ON QUALIFICATIONS
FOR EDUCATIONAL PERSONNEL**

An out-of-state certificate and experience will satisfy the specialization and professional preparation requirements for issuance of a Professional Class I or Class II certificate, if the applicant holds a valid standard certificate, issued by state with which the Virgin Islands Board of Education has signed an Interstate Agreement in a covered area that is comparable to a Virgin Islands coverage area.

Graduates of approved teacher education programs within the last five (5) years under the Interstate Certification Compact (ICC) must submit a copy of their certificate and, if applicable, a successful professional experience statement. Graduates of these approved programs, who are seeking a teaching position as secondary educators must have also taken the PRAXIS II Subject Assessments and Specialty Area Test. Graduates of these approved programs seeking employment as elementary educators must have passed the Multiple Subjects Assessment for Teachers (MSAT). Such applicants are entitled to initial certification in the Virgin Islands.

Experienced teachers seeking certification under the Interstate Certification Compact must also submit a copy of their certificate from the originating state and the successful professional experience statement must reflect a minimum of 30 school months of experience within the last six years prior to the date of application.

APPENDIX D

To develop a Reciprocity Agreement with the following states, which means that the Board will accept test scores and teacher training from New York, New Jersey, Maine, Rhode Island, Pennsylvania, Massachusetts, Florida, Georgia, Connecticut, Maryland, Vermont and Delaware.

Appendix E

VIRGIN ISLANDS BOARD OF EDUCATION

P.O. BOX 11900

Dronningens Gade Nos. 60B, 61 and 62

St. Thomas, V.I. 00801

Telephone Number: (340) 774-4546 Facsimile Number: (340) 774-3384

Enclose a NONREFUNDABLE application fee of \$25 for Professional Educator Class I or II Certificate and \$10 for substitute Teacher Pool Certificate in the Form of a money order, cashier's check or certified bank check payable to V.I. Board of Education

APPLICATION FOR CERTIFICATE

FOR TEACHERS, ADMINISTRATORS OR SPECIAL SERVICES
(Print all information in black ink)

PART 1: PERSONAL INFORMATION

LAST NAME FIRST NAME MI

OTHER NAMES

SOCIAL SECURITY NUMBER

ADDRESS (P.O. BOX) (City) (State) (Zip Code)

PHONE: _____ E-MAIL ADDRESS: _____
(Home) (Work)

1. Have you ever been convicted of any crime, including sex crimes, moral turpitude, and minor traffic violations? (Attach a copy of your Police Record from last place of residence). **YES** **NO**

2. Have you ever been dismissed from a position in a public or nonpublic school or childcare facility? **YES** **NO**

3. Have you ever had a teaching credential revoked, suspended, rejected, down graded, or annulled in any state, territory or foreign country? **YES** **NO**

4. Have you ever surrendered a teaching credential in any state, territory or foreign country? **YES** **NO**

NOTE: If you answer “**YES**” to any of the above questions, you must attach a signed statement of explanation. Submit **official** copies of court or administrative record(s) including disposition of each case.

Certification application (Page 2 of 3)

LAST NAME FIRST NAME MI

PART II: CERTIFICATE (S) REQUESTED

PART III EDUCATIONAL BACKGROUND

LIST THE NAMES OF COLLEGES OR UNIVERSITIES ATTENDED

Name of Institution	State	Major Field of Study	Year of Graduation	College Credit Degree Award

PART IV: DO YOU HOLD A VALID OR EXPIRED CERTIFICATE? YES **NO**

(Specify state and type of certificate)
 (Attach a copy of both sides of your certificate.)

PART V: STARTING WITH THE MOST RECENT, LIST TEACHING, ADMINISTRATIVE OR SPECIAL SERVICE EXPERIENCE (NOT STUDENT TEACHING, SUBSTITUTE OR PARAPROFESSIONAL EXPERIENCE)

Name of School	Location (City, State)	Job Title	Subject/Field	Grade (s)	Dates Employed From (M/Y) to (M/Y)	

Certification Application (Page 3 of 3)

PART VI: BRING YOUR ORIGINAL PROOF OF CITIZENSHIP, SOCIAL SECURITY CARD & PICTURE IDENTIFICATION

PART VII: ATTESTATION

I hereby certify that the information provided by me in this application contains no willful misrepresentation or falsification and that all of the information given by me is true, complete and accurate. I understand that this information may be verified and that any misrepresentation or falsification may result in the non-issuance or revocation of my certificate.

SIGNATURE OF APPLICANT: _____

DATE: _____

Information on this application is subject to release pursuant to the Freedom of Information Act.

VIRGIN ISLANDS BOARD OF EDUCATION
P.O. BOX 11900
REQUEST FOR DUPLICATE CERTIFICATE
(Print all information in black ink)

PART I

INSTRUCTIONS

-
1. Complete Part II of this form.
 2. Attach money order, cashier's check, or certified bank check for \$25, per copy requested, payable to Virgin Islands Board of Education.
 3. Return to the V.I. Board of Education, P.O. Box 11900, St. Thomas, V.I. 00801.

NOTE: INFORMATION ON THIS APPLICATION IS SUBJECT TO RELEASE PURSUANT TO THE FREEDOM OF INFORMATION ACT.

PART II

PERSONAL INFORMATION

LAST NAME

FIRST NAME

MI

CURRENT ADDRESS _____

FORMER NAME (S) _____

Type of Certificate(s) _____

APPLICANT'S SIGNATURE: _____

DATE: _____

Please check here if you are requesting a name change.

FOR OFFICE USE ONLY

Effective Date: ____/____/____
Expiration Date: ____/____/____
Name Change: Yes() No ()

Amount Paid: \$_____
Copies 1 2 3 4 5 6 7 8 9 10
Date Sent ____/____/____
Returned in Mail ____/____/____