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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 1

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, 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 ideals of professionalism. Therefore, the teacher accepts both the public trust and the 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 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 student's 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; or
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 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 ideals of democratic citizenship;
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 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 administrator's responsibility to the public, their colleagues and all 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 a 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 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;

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 the 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 perspective 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 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.

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 of **(\$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.
- c. Official transcripts from all accredited institutions, as required, for all credits - undergraduate, graduate and/or post graduate, signed and sealed by the registrar or other appropriate official of the institution issuing the transcripts;
- d. 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;

- e. Completion of required assessment(s) to demonstrate proficiency;
- f. Proof of US citizenship or permanent residency or other approved work status;
- g. Proof of good health;
- h. Police Records from the places where applicant resided for one or more years, and
- i. Additional documentation, as appropriate, to the type of certificate requested

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 which is a professional assessment for beginning teachers in the areas of reading, writing and mathematics was selected as the examination in 1996. Other comparable examinations will be accepted.

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	322	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 standard of evaluation" or completion of a subject area major at an approved and/or accredited institution.

PART III
TYPES OF CERTIFICATES

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 or Class II Professional Educator Certificates to replace the certificates previously issued. **Provisional certificates issued prior to October 31, 2002, will continue to be valid until the expiration date or May 2006, which ever comes first.**

Certificate Types

1. Substitute Teacher Pool Certificates
2. Professional Educator Class I Certificates will be issued to professionals with bachelor's degrees in each discipline for which the professionals qualify.
3. Professional Educator Class II certificates will be issued to professionals with master's degrees in each discipline for which the professionals qualify.

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.

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 bachelor's 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 a 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.

d. 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 anyone 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 bachelor's degree (undergraduate or graduate 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 anyone 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 met the assessment requirements as appropriate or 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 n 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 holds 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 a 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 continuation in all areas provided the continuing education requirement of ninety contact hours or six graduate college credits have been met.

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 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.

NOTE:

- 1. All holders of Professional Educator Class I and/or Class II 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 and Class II 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

1. Spanish

2. French

3. Other World Languages

4. 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 Services Certificates

School Registrar

School Counselor

School Psychologist

School Social Worker

School Librarian

Educational Diagnostician

Speech/Language Pathologist

School Nurse

Reading

3. Special Area Certificates 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)

6. Endorsements to Certificates

Bilingual

Subject Content Area

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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. **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 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 experiences 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 assessments

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 HIGH OR 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.

Professional 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:

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 in the applicant's specific content area, 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 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 school 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 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 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 with 12 credits in anyone 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 in calculus. Course work in basic math may not be required for individuals who have completed 30 semester credit hours of 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, makeup, 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 the 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 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 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

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 the 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 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 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 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 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 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

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 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 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 in the specific special education area, example - speech pathology

Special Endorsements

Endorsement 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. Completed 3 semester credit hours in approved course work relating to the characteristics and needs of special populations;
2. Completed 6 semester hours of approved course work in adapted physical education; and

3. Completed a practicum in physical activities with school aged population of special needs children with a minimum of 45 contact hours

Endorsements 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 clock hour practicum in an 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 materials 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 a "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 Professional Educator Class I or Class II Certificates in the areas of specialization.

Current elementary, middle school or secondary teachers who must take the Praxis Examination 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 certification 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 n Certificate to serve as a school registrar, an applicant shall present evidence of meeting the requirements for a Professional Educator Class 1 Certificate in addition to 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 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 relationships 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 or 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 psychologists 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;
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 assessments and licensing requirements

E. Has completed required assessments and licensing requirement

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, an 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 assessment

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 credits 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 relations); and
5. Contemporary educational problems and solutions from a policy making perspective, 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 11 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

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

Special Considerations

Current administrators who do not meet these requirements must successfully complete a local or national assessment or a "high, objective, uniform standard of evaluation" to demonstrate competence or complete the required course work.

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 certification and be certified by August 2006.

PART VI

Appeal Process

Denial of 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 reasons 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 for 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 exist:

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 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 a 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 Certification: 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 INSTITUTION

Any post second 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 transcripts 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 transcripts 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 TEACHER 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 professional who have ten years of experience and a bachelor's degree or five years of service and a master's 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 instruments.
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 Certification 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 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

Definition

applicable to teachers of driver education, health education, physical education, or career local technical education.

1. 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 Educator 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 n 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 Assessment Test or the Praxis n Multiple Assessments Teacher Test or other "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

Definition

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 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 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 other "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 grade(s) covered by that certificate; **AND**

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

Definition

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 **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 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 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 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; **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 subjects 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 the 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 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 subjects;
- ❖ is made available to the public upon request; and
- ❖ may involve multiple, objective measures of teacher 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 (Praxis 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 teacher 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 achievement standards;
- provides objective, 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 subjects;
- 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.

This 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 teacher candidates to promote diversity of culture and gender. Individuals become certified by the successful completion of required coursework 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 LEVELS/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 the VARTC program, a candidate must:

1. Possess an earned bachelor's degree from an approved and/or accredited postsecondary institution;
2. For grades seven to twelve, have a major or a 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:

A. 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

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 a 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.