

**Full Time Permit for Community Programs  
Policy 5202 15.4**

An applicant for a Full Time Permit for Community Programs must the following conditions for issuance:

1. Be employed in a WVDE approved community program possessing a current contractual agreement with the local public school system (Community Program is defined in WV Board of Education Policies 5202 and 2525. Defined in Policy 5202 4.10
2. Hold a BA degree in 1) elementary education, child and family studies with an emphasis on early childhood education or child development, **OR** a Board of Regents degree with a specialization in early childhood/child development, **OR** an Associate of Arts degree in child development/early childhood or occupational development with an emphasis on child development/early childhood and one year teaching experience in early education.
3. Sign a commitment to complete an approved program (Form 1A)
4. Recommendation of the superintendent verifying that the applicant is the most qualified person for the position (Can be the administrator of the community program if the county superintendent does not wish to sign).

An applicant for renewal of the Full Time Permit for Community Programs must have:

1. Completed 6 hours with a 3.0 GPA from the college's or university's approved program leading to certification
2. College verification of completion of the 6 hour requirement
3. Superintendent's recommendation

According to Policy 5202 15.4.3d, the applicant must complete all requirements for the Professional Teaching Certificate endorsed for early education or early childhood education within 5 years from issuance of the initial permit.

When completing the permit application Form 1, the applicant or administrator **should write in Part II, Item 10 " Full Time Permit for Community Programs" after "Original Permit."**

For initial certification the applicant must submit the following:

- Completed application (Form 1) with Part II, Item 10 stating "Full Time Permit for Community Programs" checked
- Signed commitment to complete the approved program (Form 1A)
- Official Transcript(s)
- Completed Fingerprint Card from the Office of Professional Preparation (available at each county board of education personnel office or by calling 1-800-982-2378)
- Processing Fee - Check or Money Order in the amount of \$49.00 made payable to the "West Virginia Department of Education"