



Office of Professional Preparation  
 Building 6, Room 252  
 1900 Kanawha Boulevard East  
 Charleston, WV 25305  
 304-558-7010

## Applicant Information Page

Date Received by County Board of Education: \_\_\_\_\_  
 Date Received by Institution of Higher Education: \_\_\_\_\_

Part 1 -Applicant Information	REV 20110701	Part 2-Disclosure of Background Information
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\_\_\_\_\_  
 Social Security Number      Birth Date (MM-DD-YYYY)      Gender (M or F)      US Citizen ( YES or NO)      Served in US Armed Forces ( YES or NO)

\_\_\_\_\_  
 Last Name      First Name      MI      Previous Last Name (Maiden)  
 (If your name has changed since your last application, **proof of name change must be attached** e.g. photocopy of marriage certificate, etc.)

\_\_\_\_\_  
 Street Address      City      State      Zip Code

\_\_\_\_\_  
 Primary Phone      Secondary Phone      E-Mail

List the institutions from which a degree has been earned			Are you currently employed by a West Virginia School System? Yes    No		Do you currently hold a License to work in the public schools of West Virginia?    Yes    No	
College/University	Degree	Date	If YES, please indicate the school system:		Do you currently hold a License to work in the public schools of another state? Yes    No	

### Part 3—Applicant Signature

*I swear or affirm under the penalty of false swearing that all information provided in or with this application is true, correct, and complete to the best of my knowledge. I understand that any false statements, misrepresentations, or omissions of fact in or with this application are grounds for denial, suspension, or revocation of the license(s) that I am seeking or currently hold.*

\_\_\_\_\_  
 Signature of Applicant      Date

***This Form must also be signed by the county superintendent OR if not employed, a Form 4B-Character Reference Form must be attached.***

**You must include a \$25.00 non-refundable processing fee (payable to WVDE) with EACH application. Only first-time applicants are required to submit a fingerprint card and include an additional \$45.00 non-refundable processing fee. Check payments may be withdrawn from your account the same day payment is received. Your cancelled check will not be returned.**

Applications attached (\$25 for each application):	Supporting documentation attached: (non-fee required Forms, e.g. Forms 4B, 7, V10, V16)
_____ Form #      Form #      Form #	_____ Form #      Form #      Form #

### Part 4 - Superintendent Recommendation (Required if employed in a WV School System) Applicants not employed in a WV school system must submit a Form 4B Character Reference

*I certify that I have reviewed and can attest to the accuracy and truthfulness of the information provided in this application. When necessary, I have included documentation verifying this information. I have reviewed the disclosure of background information, and, to the best of my knowledge, the applicant is of good moral character and is physically, mentally, and emotionally qualified to perform the duties of a teacher. I recommend that s/he be granted certification.*

\_\_\_\_\_  
 Signature of Superintendent      County      Date

<b>If you answer yes to any question below, SUBMIT a narrative with your application.</b> The narrative should include dates, locations, school systems, and all/any other information that explains the circumstance(s) in detail.	<b>YES</b>	<b>NO</b>	Documentation Attached
1) Have you ever had adverse action taken against any application, certificate, or license in any state? Adverse action includes but is not limited to the following: letter of warning, reprimand, denial, suspension, revocation, voluntary surrender or cancellation.			
2) Have you ever been disciplined, reprimanded, suspended, or discharged from any employment because of allegations of misconduct?			
3) Have you ever resigned, entered into a settlement agreement, or otherwise left employment as a result of alleged misconduct?			
4) Is any action now pending against you for alleged misconduct in any school district, court, or before any educator licensing agency?			
5) Have you ever been arrested, charged with, convicted of, or are currently under indictment for a felony? *			
6) Have you ever been arrested, charged with or convicted of a misdemeanor? (For the purpose of this application, minor traffic violations should not be reported) Charges or convictions for driving while intoxicated (DWI) or driving under the influence of alcohol or other drugs (DUI) must be reported. *			

\* For a YES response to items 5 & 6, the following must be included for all charges, including those that have been dismissed or expunged: 1) Judgment Order; **OR** 2) Final Order; **OR** 3) Magistrate Court Documentation; **AND** 4) all other relevant court documentation.



REV 20110701

## Form 26—Content Endorsement for Special Education

Social Security Number: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Select the appropriate content area(s) and complete the required fields. If you lack the appropriate coursework to fulfill the requirements of the content area in which you are seeking licensure, please indicate that you wish to be placed on a alternative teaching certificate in that area.

Content Endorsement in English			Content Endorsement in Mathematics			Content Endorsement in Biology		
Required Course (3 Hours of Each)	Institution	Course Title/Professional Development Equivalent	Required Course (3 Hours of Each)	Institution	Course Title/Professional Development Equivalent	Required Course (3 Hours of Each)	Institution	Course Title/Professional Development Equivalent
English Comp. I			General Math			Biology Elective		
English Comp. II			College Algebra			Biology Elective		
English/World Lit. I			Geometry			Biology Elective		
English/World Lit. I			Elementary Statistics			Biology Elective		
Child/Adolescent Lit.			Computes/Mathematics			Biology Elective		
Content Methods			Content Methods			Content Methods		
Reading in the Content			Reading in the Content			Reading in the Content		
_____ I am requesting that I be placed on an Alternative Certificate.*			_____ I am requesting that I be placed on an Alternative Certificate.*			_____ I am requesting that I be placed on an Alternative Certificate.*		

Content Endorsement in General Science			Content Endorsement in Social Studies		
Required Course (3 Hours of Each)	Institution	Course Title/Professional Development Equivalent	Required Course (3 Hours of Each)	Institution	Course Title/Professional Development Equivalent
Biology			Geography		
Chemistry			U.S. History		
Physical Science/Physics			W.V. History		
Earth Science/Astronomy/Geology			World History		
Earth Science/Astronomy/Geology			Economics/Political Science/ Psychology or Sociology		
Content Methods			Content Methods		
Reading in the Content			Reading in the Content		
_____ I am requesting that I be placed on an Alternative Certificate.*			_____ I am requesting that I be placed on an Alternative Certificate.*		

The Alternative Teaching Certificate for the Content Endorsement can be issued to individuals who possess a Professional or Alternative Teaching Certificate endorsed in special education. Six semester hours of coursework must be completed to renew the Alternative Teaching Certificate for the Content Endorsement. The Alternative Teaching Certificate for the Content Endorsement can be issued for a maximum of three years. Please refer to WVBE Policy 5100 §126-114-7 or WVBE Policy 5202 §126-136-15.

**Applicant Information Sheet must be attached.**