



### Applicant Information Page

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

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

#### Part 1 -Applicant Information

\_\_\_\_\_  
 Social Security Number      Birth Date (MM-DD-YYYY)      Gender (M or F)      US Citizen ( Y or N)      US Veteran or Spouse of Veteran (Y or N)

\_\_\_\_\_  
 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? |    | Do you currently hold a License to work in the public schools of West Virginia? |    |
|---|--------|------|--|----|---|----|
| College/University  | Degree | Date | Yes  | No | Yes   | No |
|   |        |      |  |    |   |    |
|   |        |      |  |    |   |    |
|   |        |      | 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

A non-refundable fee is required for each application. Please pay online at <https://wweis.k12.wv.us/certpayment/>. Applications attached:

Supporting documentation attached:  
 (non-fee required Forms, e.g. Forms 4B, 7, V10, V16)

\_\_\_\_\_  
 Form #      Form #      Form #      Form #      Form #      Form #

#### Part 4—Fingerprinting Information

**First-time applicants are required to have fingerprints processed by L-1 Solutions (L1enrollment.com).**

**I have previously received Certification in WV and understand that I do not need to re-submit my fingerprints.**

**I have never held WV Certification and have recently submitted my fingerprints to L1 Solutions on** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**(L1 Transaction # \_\_\_\_\_)**

#### Part 5 - Superintendent Recommendation (Required if employed in a WV School System)

*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

#### Part 2-Disclosure of Background Information

**If you answer yes to any question below, SUBMIT a narrative with your application.** The narrative should include dates, locations, school systems, and all/any other information that explains the circumstance(s) in detail.

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. \*

| YES | NO | Documentation Attached |
|-----|----|------------------------|
|     |    |                        |
|     |    |                        |
|     |    |                        |
|     |    |                        |
|     |    |                        |
|     |    |                        |

\* 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.



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

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

Advanced Credentials are awarded to educators for completing professional development, coursework, and/or testing that exceeds the requirements for a professional certificate. Endorsements identified as Advanced Credentials have unique and specific requirements for the initial issuance and subsequent renewal. Advanced Credentials may be required for employment in West Virginia's schools.

**Valid Professional Certificate**

The applicant holds a valid Professional Certificate issued by the West Virginia Department of Education (WVDE).

YES

NO

**Advanced Credentials**

| Please Select  | Requirements  | Date Completed |
|--|---|----------------|
| <input type="checkbox"/> <b>Personal Finance Education Specialist</b>                        | Five (5) days of professional development offered/approved by the WVDE. Trainings may include but not be limited to Finance University; curriculum development and integration of personal finance education using the Teach 21 Framework.  |                |
| <input type="checkbox"/> <b>Personal Finance Education Specialist Renewal</b>                | Five (5) additional days of professional development related to personal finance education knowledge, skills, and pedagogy offered/approved by the WVDE, <b>AND</b> curriculum development and integration using the Teach 21 Framework <b>OR</b> three (3) semester hours of coursework delivered through an accredited institution of higher education directly related to the field of personal finance education.   |                |
| <input type="checkbox"/> <b>Personal Finance Education Specialist Permanent Certificate</b>  | Hold a valid or expired Advanced Credential for Personal Finance Specialist, having renewed it at least once at the appropriate renewal period <b>AND</b> complete an additional five (5) days of professional development related to personal finance education, knowledge, skills, and pedagogy offered/approved by the WVDE, <b>AND</b> successfully complete at least three hours of coursework directly related to the field of personal finance education from a regionally accredited IHE. |                |
| <input type="checkbox"/> <b>Teacher Leadership for Building School and Community Culture</b> | WVDE approved professional development <b>OR</b> coursework delivered through an accredited institution of higher education related to supporting/maintaining a cohesive school and community culture.  |                |
| <input type="checkbox"/> <b>Teacher Leadership for Student Learning</b>                      | Holds a valid five (5) year West Virginia Professional Teaching Certificate; Certificate of completion of WVDE-approved professional development and coursework, as reflected on an official transcript, and delivered through an accredited institution of higher education related to building the teacher's capacity to enhance student learning in the school community.  |                |
| <input type="checkbox"/> <b>Teacher Leadership for Professional Learning</b>                 | WVDE approved professional development <b>OR</b> coursework delivered through an accredited institution of higher education related to facilitating the teacher's ability to support a culture of continual professional growth.  |                |
|  |   |                |
|  |   |                |
| <b>APPLICANT INFORMATION PAGE MUST BE ATTACHED</b>   | <b>DOCUMENTATION OF REQUIREMENTS MUST ACCOMPANY EACH APPLICATION</b>  |                |