



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/RESA Director/Multi-County/OIEP _____ County/RESA/Multi-County Center/OIEP _____ 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.



Form V7—Career Technical Certification

Social Security Number: _____

Last Name: _____ First Name: _____ MI: _____

Part 1 — Applicant

Select the appropriate action below and if applying for an initial career and technical certificate or renewal of a career and technical certificate, list the courses being used to meet the requirements of licensure.

	Initial CTE Certificate	Additional Endorsement	Renewal of CTE Certificate	Permanent CTE Certificate
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- Initial CTE Certificate requires that the applicant holds a valid WV Professional Teaching Certificate OR completes an Approved CTE Program with a 2.5 GPA
 - Renewal of the CTE Certificate may require six semester hours as identified in WVBE Policy 5202.

Term	Course Number & Title	Grade	Hours	Term	Course Number & Title	Grade	Hours

Official seal-bearing transcripts must be included, when applicable.

Part 2 — Employing County, RESA, Multi-County Center or OIEP

Requested Endorsement: Grades 5-AD, Endorsement # _____ Name of Endorsement _____

Initial CTE Certificate OR Additional Endorsement		Renewal of CTE Certificate (Select one only)		Permanent CTE Certificate (select one only)	
	Passed Basic Skills Exam or Qualifying Exemption		MA +30 Salary Classification OR		Holds 5 year cert and renewed it once. (Applicant may apply upon meeting eligibility for second renewal, within six months of expiration) OR
	Wage Earning Experience Verified by Form V10		Age 60 (requires copy of birth certificate or government issued documentation for verification) OR		
	Industry Recognized Credential or N/A		Completed six semester hours of coursework related to the public school program with a minimum 3.0 GPA within five years of the application date		Holds master's degree related to the public school program AND holds or is eligible for the five year certificate AND has five years educational experience with two in the requested endorsement
	Passed Required NOCTI Exam or N/A				

Teaching experience must be verified by Form V10

Part 3 — Institutional Recommendation and Verification of Coursework (Required for Initial Only)

The educator has successfully completed coursework requirements for an **Initial** Career and Technical Education Certificate and I officially recommend the certificate be granted.

WVU Institute of Technology, Career and Technical Education Chair Signature

Date