

**INITIAL ADMINISTRATIVE CERTIFICATE  
w/ A VALID OUT OF STATE LICENSE  
OR  
FROM AN OUT OF STATE COLLEGE/UNIVERSITY  
Paper Application**

To apply for your Initial WV Professional Administrative Certification, you will need to submit the following:

- **The Applicant Information Page**
- If a first time WV applicant, you will also need to follow the instructions for a **State and Federal Background check** (see <http://wvde.state.wv.us/certification>)
- **Form 7** (if first time applicant)
- **Form 19 A**
  - With regionally accredited college/university recommendation and signature (if applicable)
  - Evidence of a minimum of three (3) years teaching or management experience verified by countyOR
  - A valid out of state administrative certificate
- **Copy of your Evaluator Leadership Institute (ELI).** *If you haven't taken this 2-day training, please register at the WV Center for Professional Development at [www.wvcpd.org](http://www.wvcpd.org) . If you are using a valid out-of-state license or an out-of-state college/university, you can apply for a Temporary Professional Administrative Certificate that is valid for one school year and is nonrenewable. This allows you an opportunity to complete the ELI training. Once this is completed, you will need to reapply for your Initial Professional Certification. Follow directions for a Form 19.*
- **Copy of your Praxis II results** *(If you are using an out-of-state college/university, you can apply for a Temporary Professional Administrative Certificate that is valid for one school year and is nonrenewable. This allows you an opportunity to complete the appropriate Praxis II examination. Once this is completed, you will need to reapply for your Initial Professional Certification. Follow the instructions for a Form 19.) This is not required is using a valid out-of-state license.*

- **Official seal-bearing transcripts** from a regionally accredited college/university that reflects a completed Educational Leadership program and a minimum GPA of 3.0
- **Pay the online** nonrefundable fee <https://wveis.k12.wv.us/certpayment>