

Applicant Information Page

Part 1:

- Complete all parts of applicant information
- Submit proof of name change if different from previous application (marriage certificate, divorce decree, etc.)
- Provide email address as it is the preferred method of communication

Part 2:

- **Background Information:** If you answer YES to any question 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. Also include any court documentation. If no documentation is available please obtain official correspondence from court stating no documentation is available.
 - include incidents that have been dismissed or expunged

Part 3: Applicant Signature

Part 4: Fingerprinting - Check appropriate box

- 1st Time applicants: fingerprints processed by L -1 Solutions (L1enrollment.com)
- Previously certified in WV – do not need to resubmit

Part 5: County Superintendents recommendation by signature – If employed in WV school or employed during the last 12 months. If not employed then a Form 4B must be submitted with application.

INSTRUCTIONS FOR SUBMITTING FEE REIMBURSEMENT APPLICATIONS (Form 32, Form 33, Form 36, and Form 37)

Beginning July 1, 2012, all Form 32, Form 33, Form 36, and Form 37 fee reimbursement applications submitted to the Office of Educator Effectiveness and Licensure MUST include all required documentation for approval. The required documentation is listed on the appropriate Form 32, Form 33, Form 36, and Form 37 application page.

Any application received without all required documentation, as listed on the Form 32, Form 33, Form 36, and/or Form 37 application page, will be denied. To reapply, a new application must be submitted to the Office of Educator Effectiveness and Licensure.

The approval and denial status for all Form 32, Form 33, Form 36, and Form 37 applications will be displayed **online only** for the county of employment and for the applicant. All applications, if approved for state reimbursement, will be paid through the county of employment. Any state-approved reimbursement amount will be listed on the online reimbursement status site.

Fee reimbursement applications are processed on the fiscal year system. All Form 32, 36 and 37 applications received during each fiscal year (July 1 through the following June 30) will be processed by the end of that same fiscal year (June 30).

Fee reimbursement application information is available through:

<https://wveis.k12.wv.us/certcheck/>

Then select "Reimbursements" then "View Details" link