

# 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

- 1<sup>st</sup> 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.

## Form 2

# Application for Initial and Renewal of Substitute Permit

***\*\*Incomplete applications or applications submitted with missing supporting documents if required will not be assigned to a coordinator for review\*\****

**To be eligible for the permit applicants must have a minimum of a bachelor's degree from an accredited institution with an overall 2.0 GPA.**

### Must complete:

**Applicant Information Page** (see corresponding checklist)

Submit proof of name change if different from previous application (marriage certificate, divorce decree, etc.)

**Signature of County Superintendent – Required**

### Form 2:

**County completes this page where they must indicate:**

**The type of permit (short-term or long-term)**

**The date of county employment**

**The date substitute training was completed or if permit will be based on a WV expired teaching certificate. Training for initial permit must be county-approved and consist of 18 clock hours in classroom management, state and local policies, West Virginia Content Standards and Objectives, and an overview of school law including reporting requirements for suspected child abuse.**

**If applying for long-term substitute permit the county must indicate the area(s). For each area selected, applicant must have a minimum of 12 semester hours for each area listed reflected on an official academic transcript from an accredited institution with a minimum 2.0 overall GPA.**

or

**Applicant holds a valid WV Professional Certificate.  
(This option is for the Long-Term Substitute Permit only)**

## **Permit renewal:**

**County must select one of the three options**

**Applicant has co**

**mpleted 12 clock hours of approved training**

**or**

**Applicant has completed six semester hours of coursework at an accredited institution of higher education that is pertinent to the areas of specialization and was completed subsequent to the issuance of the permit being renewed**

**or**

**Applicant holds a valid WV Professional Certificate.  
(This option is for the Long-Term Substitute Permit only)**