

# 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 12

## Application for: Advanced Salary/Advanced Degree; and NBPTS State Salary Supplement

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

First-time applicants who have never held any certificate/permit/authorization to work in a WV county school system please see First-time Checklist

### Must complete:

- Applicant Information Page (see corresponding checklist) – Only if not employed by a WV county school system, a Form 4B must be included
- Signature of County Superintendent (If currently employed by a WV county school system or employed within the last 12 months)
- Applicant name and SS#
- Advanced Salary Classification Options – Must check one
- Applicant Signature
- ALL courses being claimed for the requested Advanced Salary must be listed on the Form 12 Page. Attach an additional page if necessary.

### Required documentation:

- Official seal-bearing transcripts reflecting all hours and/or awarded degree for the requested advanced salary

OR –

If applying for the NBPTS board certification salary supplement:

- A copy of the required NBPTS board certification, verifying both the initial NBPTS board certification effective date and also the NBPTS board certification expiration date, and the endorsement area, must be submitted with the Form 12 application.
- Required processing fee