



### 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

**One may access fingerprinting instructions at <http://wvde.state.wv.us/certification/forms/fingerprints>**

**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 will submit my fingerprints to L1 Solutions. All first-time applicants must have fingerprints processed by L-1 Solutions (L1enrollment.com). A fingerprint service code will be sent to your e-mail once the application is received.**

#### 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      County      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 V7R—Career Technical Certification Renewal or Permanent**

Social Security Number: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

**Part 1 — Applicant**

Select the appropriate action below to apply for renewal of a career and technical certificate **OR** a permanent career and technical certificate.

Renewal of CTE Certificate

Permanent CTE Certificate

**Part 2 — Employing County, Multi-County Center or ODTP**

**Endorsement # \_\_\_\_\_ Name of the Endorsement \_\_\_\_\_ Grades \_\_\_\_\_**

**Endorsement # \_\_\_\_\_ Name of the Endorsement \_\_\_\_\_ Grades \_\_\_\_\_**

**Renewal of CTE Certificate (Select only one of the following options)**

**Permanent CTE Certificate (Select only one of the following options)**

Possess **both** a master’s degree and MA +30 Salary Classification  
**OR**

Age 60 (requires copy of birth certificate or government issued documentation for verification) **OR**

Completed six semester hours of coursework related to the public school program with a minimum 3.0 GPA or successfully completed the required amount of WVDE E-Learning coursework. Coursework must have been completed within five years of the application date. Identify the courses in the chart below.

The applicant has held a 5 year certificate two times (for a total of ten years) by successfully renewing it once and is now applying based upon meeting eligibility for a second renewal (see criteria for renewal of CTE Certificate) **OR**

The applicant holds a 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 area.  
**Note:** Teaching experience must be verified by Form V10

*When applying for certificate renewal or a permanent certificate based upon completion of required coursework, use the following chart to identify the coursework.*

**Option 1:** Six semester hours of coursework related to the public school program with a minimum 3.0 GPA in each course

**Option 2:** Successful completion of the required amount of WVDE E-Learning coursework (two courses)

**Option 3:** A combination of three semester hours related to the public school program with a minimum 3.0 GPA and one WVDE E-Learning course.

Term	Course Number & Title	Grade	Hours	Completion Date	Course Title

Official seal-bearing transcripts must be included.

Official WVDE E-Learning certificates must be included to verify successful completion.

Note: A valid industry credential is required for renewal, if applicable to the requested endorsement area(s) as identified in the CTE Endorsements and Testing Manual.