



Office of Certification
and Professional Preparation
Building 6, Suite 700
1900 Kanawha Boulevard, East
Charleston, WV 25305
304-558-7010 01/09/2019

Applicant Information Page for Credentials that Require Employment

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. You may pay online at <https://wveis.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)

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.



West Virginia DEPARTMENT OF
EDUCATION

REV 20190529

Form 30—Advanced Credential

Social Security Number: _____

Last Name: _____ First Name: _____ MI: _____

Advanced Credentials are awarded to educators for completing professional development, coursework, and/or testing that exceeds the requirements for a professional certificate. Endorsements identified as Advanced Credentials have unique and specific requirements for initial issuance and subsequent renewal. Advanced Credentials may be required for employment in certain positions in West Virginia's schools.

Valid Professional Certificate

The applicant holds a valid Professional Certificate issued by the West Virginia Department of Education. YES NO

Advanced Credentials

Please Select Advanced Credential (s) Requested	Required Professional Development: Documentation of completed Professional Development must be submitted with this application	Date Completed
<input type="checkbox"/> Permanent — Technology Integration Specialist	Complete 40 clock hours/5 days of approved professional development related to technology integration offered and approved by WVDE; professional development must have been taken between July 1st of the previous year and June 30th of the current year in which the credential is being sought. Receive the recommendation of the county superintendent. *Requires verification by WVDE	
<input type="checkbox"/> Renewal of Master Mentor Teacher (valid three school years)	Two (2) days or 15 clock-hours of professional development, that is consistent with WVBE goals and completed after the effective date of the Advanced Credential being renewed.	
<input type="checkbox"/> Initial Advanced Placement Teacher (valid three school years) —List all areas of AP instruction for which licensure is sought (Ex.: World History) _____	Hold a valid WV Professional Teaching Certificate, receive the recommendation of the county superintendent and meet one of the following options: Option 1. Successfully complete a 30-clock hour College Board endorsed Advanced Placement Summer Institute or an equivalent College Board endorsed Advanced Placement Summer Institute offered through the WVDE or an out-of-state provider endorsed by the College Board. All professional learning for the initial Advanced Placement Teacher Advanced Credential must have been completed subsequent to June 1, 2005; OR Option 2. Be accepted by the College Board to read exams and participate in at least one Advanced Placement Exam Reading; or be accepted by the College Board to offer institutes and workshops and deliver at least one course-specific institute or workshop; or successfully serve as a mentor to a novice Advanced Placement teacher; or successfully complete at least three semester hours of coursework directly related to the Advanced Placement course for which licensure is sought; and successfully complete the Advanced Placement Course Audit required by the College Board.	
<input type="checkbox"/> Renewal of Advanced Placement Teacher (valid three school years)	After the effective date of the credential being renewed, complete the College Board Advanced Placement Course Audit required by the College Board; AND serve as exam reader for at least one College Board Advanced Placement Reading; OR deliver at least one course-specific institute/workshop through the College Board; OR successfully serve as a mentor to a novice Advanced Placement teacher; OR complete three (3) semester hours of coursework related to the Advanced Placement course for which licensure is sought.	
<input type="checkbox"/> Initial Option Pathway	Hold a valid WV Professional Teaching Certificate in any endorsement area AND submission of commitment approved by the WVDE Option Pathway Coordinator AND the recommendation of the county superintendent.	
<input type="checkbox"/> Renewal of Option Pathway	Hold a valid WV Professional Teaching Certificate in any endorsement area AND professional development equally six hours annually approved by the WVDE. (18 clock hours for a three-year certificate or 30 clock hours for a five-year/permanent certificate).	
<input type="checkbox"/> K-5 Master Math Teacher	Hold a valid West Virginia teaching certificate endorsed in Elementary Education K-6 or Multi-Subjects K-8 and currently teaching any grade(s) from K-5; and complete at least 6 professional development modules related to K-5 mathematics offered or approved by WVDE; and the recommendation of the employing county superintendent.	
<input type="checkbox"/> Renewal of K-5 Master Math Teacher	hold a valid West Virginia Elementary Education certificate and currently teaching any grade(s) from K-5; and complete at least two professional development modules related to K-5 mathematics offered or approved by WVDE; and the recommendation of the employing county superintendent.	