



Office of Certification
and Professional Preparation
Building 6, Suite 700
1900 Kanawha Boulevard, East
Charleston, WV 25305
304-558-7010 02/26/2018

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? | |
| | | | | | | |

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

First-time applicants are required to have fingerprints processed by L-1 Solutions (L1enrollment.com).

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 have recently submitted my fingerprints to L1 Solutions on _____/_____/_____
(L1 Transaction # _____)

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 42—Permanent Authorization

Social Security Number: _____

Last Name: _____ First Name: _____ MI: _____

Permanent Authorization for Middle Childhood (WVBE Policy 5202 §11.9.c.1.K)

An educator who holds a Permanent Authorization for Middle Childhood in one endorsement may add all of the endorsements that appear on any other valid certificate to the Permanent Authorization for Middle Childhood provided he/she holds a valid West Virginia Professional Teaching, Student Support, or Administrative Certificate and receive the recommendation of the county superintendent.

The applicant holds the following certificate: Professional Teaching Professional Student Support Professional Administrative CTE

_____ Additional Endorsement Area Requested

_____ Additional Endorsement Area Requested

_____ Additional Endorsement Area Requested

_____ Additional Endorsement Area Requested

Permanent Authorization for Mathematics—Math I (WVBE Policy 5202 §11.9.c.1.PP)

Coursework completed : YES NO Coursework completion will be verified by the WVDE. Please attach all certificates of completion.

Permanent Authorization for Grade Modification (WVBE Policy 5202 §11.9.c.1.K)

Educators who hold a Professional Certificate with one of the following endorsements are eligible for an extension of the grade levels indicated on this application. Select all of the endorsement areas eligible for extension.

Educators who wish to expand a Professional Teaching Certificate endorsed in a content area for grade levels 5-8 or 5-12 or 7-12 can expand the grade levels to 5-9 or 5-AD or 7-AD, respectively.

Educators who wish to expand a Professional Teaching Certificate endorsed in an area of special education for grade levels K-12 can expand the grade levels to K-AD.

Teaching Endorsements

Student Support Endorsements

| √ | Existing Endorsement Area and Grade Levels | | Extension | √ | Existing Endorsement Area and Grade Levels | | Extension |
|---|--|---|-----------|---|--|---------------------------------------|-----------|
| | | | | | | | |
| | | Content Endorsement (5-12) | 5-AD | | | Counselor (K-8) | PK-8 |
| | | Content Endorsement (7-12) | 7-AD | | | Counselor (K-9) | PK-9 |
| | | Content Endorsement (5-8) | 5-9 | | | Counselor (K-12) | PK-AD |
| | | Special Education Endorsement(s) (K-12) | K-AD | | | Counselor (1-9) | PK-9 |
| | | Art (K-12) (1-12) | PK-AD | | | Counselor (7-12) | 7-AD |
| | | Art (1-9) | PK-9 | | | Counselor (5-12) | 5-AD |
| | | English as a Second Language (K-12) (PK-12) | PK-AD | | | Speech & Hearing Therapy (K-12) | PK-AD |
| | | Gifted (any grade) | 1-12 | | | Speech & Hearing Therapy (1-12) | PK-AD |
| | | Gifted (any grade) | 1-12 | | | Speech & Hearing Therapy (1-9) | PK-9 |
| | | Health (1-12) (K-12) | PK-AD | | | Educational Audiologist (K-12) | PK-AD |
| | | Music (1-12) (K-12) | PK-AD | | | Speech Language Pathologist (K-12) | PK-AD |
| | | Music (1-9) | PK-9 | | | School Nurse (K-12) | PK-AD |
| | | Physical Education (1-12) (K-12) | PK-AD | | | Speech Therapy (1-12) | PK-AD |
| | | Physical Education (1-9) | PK-9 | | | School Psychologist (K-12) | PK-AD |
| | | Reading Specialist (K-12) (1-12) | PK-AD | | | School Psychologist (1-12) | PK-AD |
| | | Reading Specialist (1-9) | PK-9 | | | School Service/Attendance (K-12) | PK-AD |
| | | School Library/Media (K-12) | PK-AD | | | Content Endorsement for CTE (9-Adult) | 5-AD |
| | | Social Studies—U.S. History (to grade 9) | 10 | | | | |

Administrative Endorsements

| √ | Existing Endorsement Area and Grade Levels | Extension |
|---|--|-----------|
| | Superintendent K-12 | PK-AD |
| | Superintendent (1-12) | PK-AD |
| | Principal (K-8) | PK-8 |
| | Principal (1-8) | PK-8 |
| | Principal (K-9) | PK-9 |
| | Principal (1-8) | PK-9 |
| | Principal (7-12) | 7-AD |
| | Principal (5-12) | 5-AD |
| | Supervisor of Gen Instruction (K-12) | PK-AD |