



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 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**

**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)**

*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 38 — Authorizations and Professional Business Official Certificate**

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

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

**Employer**

Check the appropriate box to select the requested authorizations or certificate. Identify if the request is for an Original Temporary Authorization, the Renewal of a Temporary Authorization in an endorsement area previously granted or obtaining a Permanent Authorization in an eligible area. If applying for a Professional Business Official Certificate, mark the appropriate selection for original (initial) or renewal. The appropriate in-service trainings/hours and other requirements for the endorsement indicated will be verified by the WVDE before issuance of the authorization or certificate. Submit transcripts if applicable and all required documents for the selected endorsement to the WVDE with this application. Refer to WVBE Policy 5202 section 10.9 for the Professional Business Official Certificate and section 11.9 for Authorization requirements. For the Future Leaders Authorization please complete the coursework commitment form and submit with application.

Check Here	Original	Renewal	Permanent	Indicate School Year
Alternative Education				
CTE—Health Care Fundamentals				
Chief School Business Official				
Cultural Enrichment				
Jobs for WV Graduates				
Junior ROTC				
Licensed Psychologist for Test Administration				
Technology Integration Specialist				
Professional Business Official Certificate - Accountant				
Reading for Grades Seven and Eight				
School Nurse				
School Nutrition Director				
Speech Assistant				
Technology System Specialist				
Computer Science Discoveries				
Introduction to Computer Science				
Future Leaders				
Professional Business Official Certificate - CFO				



## Commitment to Complete Pedagogy Coursework – Future Leaders

**Applicant's Name:** \_\_\_\_\_

**County:** \_\_\_\_\_

**SSN#:** \_\_\_\_\_

I \_\_\_\_\_ commit to enroll and complete all 18 hours of  
*Applicant's Name*  
the WVDE-approved coursework within the next 24 months in order to be eligible for the Future  
Leaders Authorization.

**Applicant:** \_\_\_\_\_  
*Signature* *Date*

**Institution of Higher Education:** \_\_\_\_\_  
*Signature* *Date*

**WV National Guard Officer:** \_\_\_\_\_  
*Signature* *Date*

**Superintendent:** \_\_\_\_\_  
*Signature* *Date*