



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

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.



West Virginia DEPARTMENT OF EDUCATION

REV 20121018

Form 8—Additional Endorsement

Social Security Number: _____
 Last Name: _____ First Name: _____ MI: _____

Applicant's Request

Please complete the following to request an additional endorsement or the recognition of an advanced degree. Place an "X" in the box to the left of the request and complete any additional necessary information.

If requesting an additional endorsement based upon completion of a WVBE-approved program or an out-of-state-approved program, please forward this application to the appropriate representative of the institution for a recommendation. If requesting an additional endorsement based upon a valid out-of-state license, please enclose a copy of the valid out-of-state license.

If employed in a WV school system, the application should be returned to the county superintendent (or designee) prior to submitting it to the WVDE.

Additional Endorsement

I request an additional endorsement and have listed the area or areas in which I am eligible.
****If applying for a Driver Education endorsement, please submit a certified copy of driving record****

Endorsement Area: _____

Endorsement Area: _____

Please submit the following with all requests made on the Form 8:

- 1) Official Seal-bearing Transcripts, AND
- 2) Signature of County Superintendent, OR Form 4B, AND
- 3) Applicant Information Page (and certified copy of driving record if applicable)

College Recommendation

Please complete this portion of the application to recommend the applicant for an additional endorsement or endorsements.

<input type="checkbox"/>	I verify the applicant has completed a state-approved program.
<input type="checkbox"/>	I verify the applicant has met the testing requirements associated with this program.

Please provide the following information verifying the field-based experience and supervised practicum completed in preparation for this additional endorsement as required by Policy 5100 §10.5.c.

Content Specialization and Type of Experience	Grade Level	Name of Public School

Please list any endorsements for which this applicant is eligible and the corresponding programmatic level below.

Endorsement Area**	Programmatic Level

I certify that the applicant has successfully completed the institution's state-approved program and all tests required in accordance with WVVE Policy 5202. In addition, I have reviewed the disclosure of background information and to the best of my knowledge, the applicant is of good moral character and physically, mentally, and emotionally, qualified to perform the duties required of an educator. I recommend the issuance of the additional endorsement at the designated programmatic level.

Signature of Designated College Official	Title	Institution	Date
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If recommending college/university is not in WV, please complete the following information:

Name of College/University	Name/Title of Official	E-mail Address
Address		Telephone Number