

Applicant Information Page

Part 1:

- Complete all parts of applicant information
- Submit proof of name change if different from previous application (marriage certificate, divorce decree, etc.)
- Provide email address as it is the preferred method of communication

Part 2:

- **Background Information:** If you answer YES to any question 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. Also include any court documentation. If no documentation is available please obtain official correspondence from court stating no documentation is available.
 - include incidents that have been dismissed or expunged

Part 3: Applicant Signature

Part 4: Fingerprinting - Check appropriate box

- 1st Time applicants: fingerprints processed by L -1 Solutions (L1enrollment.com)
- Previously certified in WV – do not need to resubmit

Part 5: County Superintendents recommendation by signature – If employed in WV school or employed during the last 12 months. If not employed then a Form 4B must be submitted with application.

Form 38

Application for: Temporary Authorization

*****Incomplete applications or applications submitted with missing supporting documents if required will not be assigned to a coordinator for review*****

First-time applicants who have never held any certificate/permit/authorization to work in a WV county school system please see First-time Checklist

Must complete:

- Applicant Information Page (see corresponding checklist) – Only if not employed by a WV county school system, a Form 4B must be included
- Signature of County Superintendent (If currently employed by a WV county school system or employed within the last 12 months)
- Applicant name and SS#
- Original or renewal
- Column one: indicate endorsement sought
- Indicate the school year of employment for which the endorsement is sought

Required documentation:

- Submit supporting documentation to verify certification requirements are met for endorsement/s sought (copies of certificate of completion of professional development, official transcripts, industry credentials, etc.)
- For those endorsements requiring verification (listed on form) signature of the appropriate office director listed on the form must be obtained
- Required processing fee