

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. Required

Form 44

Application for: Renewal of the State Salary Supplement for Speech-Language Pathologists, Audiologists, Counselors, Nurses, and Psychologists

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

Must complete:

- Applicant Information Page (see corresponding checklist) – Only if not employed by a WV county school system, a Form 4B must be included
- Applicant name and SS#
- Verification by county of employment of current employment (position held) and the current board certification expiration date
- Signature of County Superintendent

Required documentation:

- A copy of the required board certification, verifying the renewed board certification expiration date, must be submitted with the Form 44 application
- Required processing fee