

INITIAL ADMINISTRATIVE CERTIFICATE

Paper Application

To apply for your Initial WV Professional Administrative Certification, you will need to submit the following:

- The Applicant Information Page
- Form 4B (if not employed by a WV public school system)
- If a first time WV applicant, you will also need to follow the instructions for a background check (see <http://wvde.state.wv.us/certification>)
- Form 7 (if first time applicant)
- Form 19
 - With regionally accredited college/university recommendation and signature
 - Evidence of a minimum of three (3) years teaching or management experience verified by county
- Evaluation Leadership Institute completion certificate (ELI). This is a two day training provided by the WV Center for Professional Development <http://www.wvcpd.org/>
- Praxis score report reflecting successful passing of the Praxis #5411 exam
- Official seal-bearing transcripts from a regionally accredited college/university that reflects a completed Educational Leadership program and a minimum GPA of 3.0
- Signature of the county superintendent (if applicable)
- Pay the online nonrefundable fee <https://wveis.k12.wv.us/certpayment>

RENEWAL OF THE ADMINSTRATIVE CERTIFICATE

Online Application

To apply for a Renewal of your WV Professional Administrative Certification, you will need to submit the following:

- Application is online through the portal: <https://wveis.k12.wv.us/certportal>
- Renewal Options:
 - Official seal-bearing transcripts from a regionally accredited college/university that reflects six (6) hours of completed coursework related to the administrative endorsement and the improvement of instruction, OR

- Master's + 30 recognized on your official seal-bearing, OR
- Age sixty (60) with evidence of birthday submitted
- Official seal-bearing transcripts that reflect the six (6) hours of coursework (if applicable)
- Signature of the county superintendent
- Pay the online nonrefundable fee <https://wveis.k12.wv.us/certpayment>

**PERMANENT ADMINISTRATIVE CERTIFICATE
Online Application**

- Application is online through the portal:
<https://wveis.k12.wv.us/certportalOptions>:
 - Official seal-bearing transcripts from a regionally accredited college/university that reflects six (6) hours of completed coursework related to the administrative endorsement and the improvement of instruction, OR
 - Master's + 30 recognized on your official seal-bearing,
- Official seal-bearing transcripts that reflect the six (6) hours of coursework (if applicable)
- Signature of the county superintendent
- Pay the online nonrefundable fee <https://wveis.k12.wv.us/certpayment>

Application is online through the portal:
<https://wveis.k12.wv.us/certportal>