

Applicant Information Form

Certification License #: _____



Office of Certification
1900 Kanawha Boulevard, East
Building 6, Suite 550
Charleston, WV 25305
(304) 558-7010
wvde.us/certifications

Personal Information (REQUIRED)

Certification License Number

(Register or look-up your license number: <https://wveis.k12.wv.us/certportal/>)

Birth Date (MM/DD/YYYY)

Last Name

First Name

MI

Previous Last Name (or Maiden)

*If your name has changed since your last application, **proof of name change must be attached**, e.g. Copy of marriage certificate, etc.*

Street Address

City

State

Zip Code

Primary Phone

Secondary Phone

Email (Required)

Gender:

U.S. Citizen:

Military Status:

Indicate Race and Ethnicity: ☐ No Answer

Options Male
Female
No Answer

Yes
No

U.S. Veteran
Spouse of U.S. Veteran
Not Applicable

☐ Hispanic ☐ American Indian/Alaskan Native
☐ White ☐ Black/African American
☐ Asian ☐ Middle Eastern/North African (MENA)
☐ Native Hawaiian/Other Pacific Islander

Are you employed by a West Virginia School System (Y/N): _____

If **yes**, please indicate the school county system: _____

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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 any/all other information that explains the circumstance(s) in detail.

	Indicate Yes / No	If yes, check if you have previously submitted
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 ported.) Charges or convictions for driving while intoxicated (DWI) or driving under the influence of alcohol or other drugs (DUI) must be reported.*	_____	☐

*For a YES response to **items 5 and 6**, the following must be included for all charges, including those that have been dismissed:

1. Charging Document; and
2. Judgement Order; or
3. Final Disposition; and
4. All other relevant court documentation.

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Background Check

Pursuant to W. Va. Code §18A-3-2a and W. Va. C.S.R. §126-136-9, applicants for initial licensure (including first-time applicants) must complete a fingerprint-based background check through IdentoGo (Link to IdentoGo: <https://www.identogo.com>), which includes both West Virginia State Police and FBI records.

Select the option below that best describes your certification history in West Virginia:

- ☐ I have previously received Certification in WV.
- ☐ I have never held WV Certification and will complete a background through IdentoGo. All first-time applicants **must** have fingerprints processed by IdentoGo.

For fingerprinting instructions, visit our First Time Applicants page (Link to First Time Applicants page: <https://wvde.us/certifications/first-time-applicants>)

Please note: Background checks completed outside of the West Virginia Department of Education's required process cannot be accepted.

Scheduling your IdentoGo Appointment

Once your application is received by the Office of Certification, a fingerprint service code will be sent to your email along with instructions on how to schedule your appointment with IdentoGO and what identification or supporting documents to bring.

You must use this code when scheduling your appointment to ensure your West Virginia State Police and FBI background check results are properly submitted to the WVDE. If the correct service code is not used, your background check will not be valid for West Virginia Department of Education certification purposes, and you may be required to submit and pay for an additional background check.

Additionally, the Office of Certification must receive your completed background check **within 30 days** of your application submission, or your application may be denied.

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Applicant Signature (Required)

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.

The WVDE collects personal and non-personal information. Any information submitted or on record may be open to public inspection and/or publication as per our privacy policy located on our website.

Signature of Applicant

Date (MM/DD/YYYY)

Superintendent Recommendation (Required if employed by 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 assigned duties. I recommend that s/he be granted certification.

**Signature of Superintendent, Multi-County CTE Administrator, or
WVSDT Superintendent/Designee Signature**

County

Date (MM/DD/YYYY)

Form 30

Advanced Credentials

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First Name

MI

Valid Professional Certificate

Applicant holds a **valid Professional Certificate** issued by the West Virginia Department of Education. ☐ **Yes** ☐ **No**

Advanced Credentials – Initial

Please select the Advanced Credential(s) requested below. Documentation of required professional development must be submitted with this application.

☐ **Permanent – Technology Integration Specialist (TIS)**

Date Completed: _____

*TIS must hold a valid West Virginia Professional Certificate, or an Adult Certificate endorsed for Adult Basic Education as described in section 10.8; complete training as required by the employing county and receive the recommendation of the county superintendent.

☐ **Initial Advanced Placement Teacher** (Valid for 3 school years)

Date Completed: _____

List all areas of AP instruction for which licensure is sought (such as World History):

Area 1: _____

Area 2: _____

Area 3: _____

*AP teacher must hold a valid WV Professional Teaching Certificate, receive the recommendation of the county superintendent and meet one of the following options:

AP Option 1: Successfully complete a 30-hour College Board endorsed Advanced Placement Summer Institute or an equivalent College board endorsed Advanced Placement Institute offered through the WVDE or an out-of-state provider endorsed by the College Board. All professional learning for the initial Advanced Placement Teaching Advanced Credentials must have been completed subsequent to June 1st, 2005; **OR**

AP Option 2: Be accepted by the College Board to read exams and participate in at least 1 Advanced Placement Exam Reading; **OR** be accepted by the College Board to offer institutes and workshops and deliver at least 1 course-specific institute or workshop; **OR** successfully serve as a mentor to a novice Advanced Placement teacher; **OR** successfully complete at least 3 semester hours of coursework directly related to the Advanced Placement course for which licensure is sought; **AND** successfully complete the Advanced Placement Course Audit required by the College Board.

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☐ Initial Option Pathway

Date Completed: _____

*Option Pathway teacher must hold a valid West Virginia Professional Teaching Certificate in any endorsement area **AND** submission of commitment approved by the WVDE Option Pathway Coordinator **AND** the recommendation of the county superintendent.

☐ K-5 Master Math Teacher

Date Completed: _____

*K-5 Master Math Teacher must hold a valid West Virginia Teaching Certificate endorsed in Elementary Education K-6 or Multi-Subjects K-8 and currently teaching any grade(s) from K-5; **AND** complete at least 6 professional development modules related to K-5 mathematics offered or approved by WVDE; **AND** the recommendation of the employing county superintendent.

Advanced Credentials – Renewal

Please select the Advanced Credential(s) you wish to renew below. Documentation of required professional development must be submitted with this application.

☐ Renewal of Advanced Placement Teacher (Valid for 3 school years)

Date Completed: _____

*After the effective date of the credential being renewed, complete the College Board Advanced Placement Course Audit required by the College Board; **AND** serve as the exam reader for at least 1 College Board Advancement Placement Reading; **OR** deliver at least 1 course-specific institute/workshop through the College Board; **OR** successfully serve as a mentor to a novice Advanced Placement teacher; **OR** complete 3 semester hours of coursework related to the Advance Placement course for which licensure is sought.

☐ Renewal of Option Pathway

Date Completed: _____

*Must hold a valid West Virginia Professional Teaching Certificate in any endorsement area **AND** professional development equally 6 hours annually approved by the WVDE (18 clock hours for a three-year certificate or 30 clock hours for a 5-year/permanent certificate).

☐ Renewal of K-5 Master Math Teacher

Date Completed: _____

*Must hold a valid West Virginia Elementary Education Certificate **AND** currently teaching any grade(s) from K-5; **AND** complete at least 2 professional development modules related to K-5 mathematics offered or approved by WVDE; **AND** the recommendation of employing county superintendent.