

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
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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.*

*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 or Authorized Official Recommendation (Required)

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.

Superintendent or Community Programs Director Signature

Date (MM/DD/YYYY)

Form 50

Community Program Authorization

Certification License #: _____



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First Name

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Verification of Employment

NOTE: A completed and signed Applicant Information Page must be attached.

Applicant is currently employed through a Pre-School Partnership:

☐ **Yes**

☐ **No**

Community Program Partner Signature

County Public School System Partner Signature

Email Address for Community Program Director

Employment Assignment Date

Check one:

☐ **Permanent Authorization** — All certification requirements are met (college/university degree, all specialized coursework, work experience, and current employment)

☐ **Temporary Authorization** — Some certification requirements are met (college/university degree, some specialized coursework and/or professional development, and current employment)

☐ **Renewal of the Temporary Authorization** — Initial Authorization awarded previously and a successful completion of two specialized trainings (after the effective date of the most recently awarded authorization)

Form 50

Community Program Authorization

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Verification of Required College/University Degree

Check one or more:

☐ Bachelor's Degree

Area of Specialization: _____

☐ Master's Degree or Higher

Area of Specialization: _____

(Renewal ONLY) Commitment for Completing Required College Coursework and/or Professional Development for Specialized Training

I understand that I am responsible for meeting any remaining requirements to renew the Temporary Authorization for Community Programs until all requirements listed below are met for the issuance of a Permanent Authorization for Community Programs. *Official Transcript Required

Preschool Special Education Semester Coursework*

Course Name	Term Date

Child Development Semester Coursework*

Course Name	Term Date

Pre-school Curriculum Semester Coursework*

Course Name	Term Date

Early Language and Literacy Semester Coursework*

Course Name	Term Date

Form 50

Community Program Authorization

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Assessment of Young Children Semester Coursework*

Course Name	Term Date

Family and Community Involvement Semester Coursework*

Course Name	Term Date

Specialized Training

A valid West Virginia Professional Teaching Certificate endorsed for pre-kindergarten satisfies all coursework requirements. The ACDS certificate issued by the U.S. Department of Labor after Fall 2002, or the CDA certificate, satisfies the following: Special Needs, Child Development, Early Language and Literacy.

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Community Program Authorization

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Applicant Signature

Applicant Signature

Date

Employer Signature

County Superintendent OR Director of Community Pre-School Program Signature

Date