

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.		
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2. Have you ever been disciplined, reprimanded, suspended, or discharged from any employment because of allegations of misconduct?		
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3. Have you ever resigned, entered into a settlement agreement, or otherwise left employment as a result of alleged misconduct?		
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4. Is any action now pending against you for alleged misconduct in any school district, court, or before any educator licensing agency?		
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5. Have you ever been arrested, charged with, convicted of, or are currently under indictment for a felony?*		
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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.*		
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*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 20M

Initial Licensure for Qualifying Veterans

Certification License #: _____



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Last Name

First Name

MI

Applicant Verification

- 1) I am an honorably discharged member of the armed forces, and I am submitting appropriate documentation verifying such status. I am seeking initial licensure under the provisions of House Bill 3125. ☐ **Yes** ☐ **No**
- 2) I have achieved the required passing scores for the basic skills exams (or proof of exemption) and all content exam(s) for the area of licensure sought. Passing scores or proof of exemptions have been submitted to the WVDE or included with this application. I was provided by the WVDE the information regarding the required content exams for the area of certification I am seeking. ☐ **Yes** ☐ **No**
- 3) I hold a minimum of a bachelor's degree from a regionally accredited institution of higher education and a minimum qualifying overall cumulative grade point average as stated in WVBE Policy 5202 reflected on official transcripts, and the degree is related to the area in which I have been offered employment as per the posted position (posting must be submitted by County of employment at the time of application). The degree's relation to the posted position and certification sought has been reviewed and approved by the WVDE prior to application. ☐ **Yes** ☐ **No**

Endorsement Requested

Grade Levels

Endorsement Requested

Grade Levels

Form 20M

Initial Licensure for Qualifying Veterans

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Applicant Signature

I swear 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 that I am seeking or currently hold.

Applicant Signature

Date

WV County School Official Recommendation and Signature

The application must include official transcripts (unless already on file at the WVDE), documentation of honorably discharge status, required basic skills and content exams passing score report (unless already on file at the WVDE), and a copy of the job posting. A complete list of endorsements (and grade levels) and required exams may be accessed in the most recent Licensure Testing Directory on the WVDE website (Office of Certification). The applicant's degree has been reviewed by the WVDE prior to application and has been determined to be related to the posted position and to the area of certification requested.

I have reviewed the disclosure of background information, and, to the best of my knowledge, the applicant is of good moral character and physically, mentally, and emotionally qualified to perform the duties of teacher. To the best of my knowledge, the applicant has disclosed information regarding any criminal conviction or currently pending charged felony or misdemeanor. I hereby verify that the applicant has completed all requirements for the credential as stated above.

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

Date