



1. Applicant Information				2. Disclosure of Background Information		
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> Social Security Number _____ Birth Date (MM-DD-YYYY) _____ </div> <div style="width: 30%;"> Gender: Check One <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer Not to Answer </div> <div style="width: 15%;"> US Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div style="width: 25%;"> Military Service: <input type="checkbox"/> US Veteran or <input type="checkbox"/> Spouse of US Veteran </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 20%;">Last Name _____</div> <div style="width: 20%;">First Name _____</div> <div style="width: 10%;">MI _____</div> <div style="width: 50%;">Previous Last Name (or Maiden) _____</div> </div> <p>(If your name has changed since your last application, proof of name change must be attached, e.g. copy of marriage certificate, etc.)</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 35%;">Street Address _____</div> <div style="width: 15%;">City _____</div> <div style="width: 15%;">State _____</div> <div style="width: 35%;">Zip Code _____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 40%;">Primary Phone _____</div> <div style="width: 60%;">Secondary Phone _____</div> </div> <p>Email (Required) _____</p> <p>Are you employed by a West Virginia School System? (Circle Yes / No) If YES, please indicate the school system: _____</p>				<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 80%;"> <p>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.</p> </div> <div style="width: 10%; text-align: center;">YES</div> <div style="width: 10%; text-align: center;">NO</div> <div style="width: 10%; text-align: center;">Previously Submitted</div> </div> <div style="margin-top: 10px;"> 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. </div> <div style="margin-top: 10px;"> 2) Have you ever been disciplined, reprimanded, suspended, or discharged from any employment because of allegations of misconduct? </div> <div style="margin-top: 10px;"> 3) Have you ever resigned, entered into a settlement agreement, or otherwise left employment as a result of alleged misconduct? </div> <div style="margin-top: 10px;"> 4) Is any action now pending against you for alleged misconduct in any school district, court, or before any educator licensing agency? </div> <div style="margin-top: 10px;"> 5) Have you ever been arrested, charged with, convicted of, or are currently under indictment for a felony? </div> <div style="margin-top: 10px;"> 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.* </div>		
Indicate Race and Ethnicity (Check all that apply)						
<input type="checkbox"/> Hispanic		<input type="checkbox"/> White		<input type="checkbox"/> Asian		<input type="checkbox"/> Black/African American
<input type="checkbox"/> Middle Eastern/North African (MENA)		<input type="checkbox"/> American Indian/Alaskan Native		<input type="checkbox"/> Native Hawaiian/Other Pacific Islander		
3. Applicant Signature						
<p><i>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.</i></p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;">Signature of Applicant _____</div> <div style="width: 40%;">Date _____</div> </div>						
4. Fingerprinting Information						
<p>Fingerprinting instructions at https://wvde.us/certification/certification-info/application-forms/first-time-application/</p> <p><input type="checkbox"/> I have previously received Certification in WV.</p> <p><input type="checkbox"/> I have never held WV Certification and will complete at background through IdentoGo. All first-time applicants must have fingerprints processed by IdentoGo (https://www.identogo.com). A fingerprint service code will be sent to your e-mail once the application is received by the WVDE.</p>						
5. Institution of Higher Education Recommendation						
<p><i>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.</i></p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;">Signature of Institution of Higher Education Recommendation Designee _____</div> <div style="width: 40%;">Date _____</div> </div>						

*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.



West Virginia DEPARTMENT OF EDUCATION

REV 20251009

Certification Services
Building 6, Suite 550
1900 Kanawha Boulevard, East
Charleston, WV 25305
(304)558-7010

Form 24 Clinical Experience Permit

License Number or Social Security Number: _____

To retrieve a License Number, visit wveis.k12.wv.us/certcheck

To obtain a License Number, register online at wveis.k12.wv.us/certportal

Last Name: _____ First Name: _____ MI: _____

1. IHE Certification Officer Verification

Name of IHE _____

State _____

Applicant's Endorsement Area _____

Grade Level _____

Experience Placement Dates _____

WV County of Placement _____

Name of WV Public School Placement _____

Name of Accredited WV Non-Public School Placement _____

Student Teacher IHE Supervisor _____

IHE Supervisor's Telephone Number _____

IHE Supervisor's Email _____

*Applicants from institutions located outside WV (including online institutions) must have submitted and been approved for a Non-WV Out-of-State Clinical Experience Request (Form 23). If one has not been submitted and approved, a Form 24 cannot be approved.

*Out-of-State IHE candidates must completed all required testing in accordance with their approved program.

*Out-of-State IHE candidates must obtain the county superintendent's signature before this application is submitted to the West Virginia Department of Education.

The above statements are not applicable to applicants seeking enrollment in an Option 4: WVDE Alternative Certification Program.

2. IHE Verification and School District/School Verification

The applicant has met the following requirements as per WVBE Policy to receive a Clinical Experience Permit:

☐ YES ☐ NO Core Academic Skills for Educators Exam (CASE)

OR

The applicant is exempt from the Core Academic Skills for Educators (CASE) based on one or more of the following, per WV Licensure Testing Directory:

☐ SAT Score ☐ ACT Score ☐ GRE Score ☐ Holds a Master's Degree or Higher

☐ Currently seeking a Master's Degree in teaching, administration, or student support

☐ Other Other Exemption: _____

AND

☐ YES ☐ NO Praxis II Content Exam as per WVBE Policy ☐ Applicant is seeking enrollment in an Option 4: WVDE Alt Cert Program

Anticipated Clinical Placement

Cooperating Teacher	Content Specializations	Grade Level(s)	Name of School
Check boxes to indicate requirements met. **For unmet requirements, a letter of recommendation from the host school principal must be provided.			
1st Placement <input type="checkbox"/> 5-Year Certificate <input type="checkbox"/> 3 Years Experience			
2nd Placement <input type="checkbox"/> 5-Year Certificate <input type="checkbox"/> 3 Years Experience			
3rd Placement <input type="checkbox"/> 5-Year Certificate <input type="checkbox"/> 3 Years Experience			

IHE Enrollment Verification

If submitted as an initial application a background check is required. If re-applying within 12 months or one school year of the first application, a new background check will **not** be required IF candidates have had no interruption in their preparation and have been continuously enrolled. IF they leave the program and re-apply, fingerprints/background will be required again. Mark **ONE** of the below options:

☐ Initial Application ☐ Applicant has left the program and is re-applying

☐ Applicant is re-applying within 12 months or one school year of the first application and they have had no interruption in their preparation and have been continuously enrolled

I certify that I have reviewed and can attest to the accuracy and truthfulness of the information provided in this application and I have included documentation verifying this information when necessary. I recommend that she/he be allowed to complete the above-requested placement based on having met all necessary WVBE Policy and program requirements.

IHE Signature, Option 4 Coursework Provider _____

_____ Date

I certify that I have reviewed and can attest to the accuracy and truthfulness of the information provided in this application and I have included documentation verifying this information when necessary. I recommend that she/he be allowed to complete the above requested placement based on having met all necessary placement requirements.

Signature of Superintendent, Multi-County Center _____

County or Multi-County Center _____ Date