



West Virginia DEPARTMENT OF
EDUCATION

20260114

Form 41 - Early Childhood Classroom Assistant Teacher Authorization

Social Security Number: _____

Last Name: _____ First Name: _____ MI: _____

Information listed on this application must be supported by official documentation such as official seal-bearing college transcripts, copies of certificates of completion, score reports, or any other source of verification. Failure to produce such documentation may result in the formal denial of this application

Verification of Employment

Applicant Information Page must be attached.

Applicant is currently employed as an Early Childhood Classroom Assistant Teacher (Signature Required):

Community Program Director _____ County Director _____
Community Program Director Email _____

YES

NO

ECCAT Date: _____

Permanent Only

Applicant is employed by West Virginia Public School District.
(If yes, complete State Competency Exam section below)

YES

NO

State Competency Exam

The applicant has taken and passed the current state competency exam for aides developed pursuant to W.Va. Code §18A-4-8e and has satisfied this requirement.
(Required for Early Childhood WVDE Approved Course Work Pathway)

YES Date: _____

Verification attached

Verification of Education

The applicant holds the minimum of a high school diploma or GED.

YES

Documentation attached

Certification Request

Check one:

- Initial Temporary Authorization—Some certification requirements are met (current employment).
- Renewal of the Temporary Authorization—Initial Authorization awarded previously and a successful completion of one specialized training (after the effective date of the most recently awarded). Authorization may be renewed twice (not valid for CTE route).
- Permanent Authorization—All certification requirements are met.

Coursework and Testing Pathway

Early Childhood WVDE Approved Course Work
 Child Development Associate (CDA) Credential™

CTE/ACE

West Virginia Apprenticeship for Child Development Specialists (ACDS)
 ETS ParaPathways

Commitment for Completing Required College Coursework and/or Professional Development for Specialized Training

I understand that I am responsible for meeting the requirements to renew the Initial Early Childhood Classroom Assistant Teacher Temporary Authorization until all requirements are met for the issuance of the Early Childhood Classroom Assistant Teacher Permanent Authorization

Signature (Not required when applying for permanent authorization)

Date

Early Childhood WVDE Approved Course Work	Course Name	Date Completed
Science of Reading* OR 100-level college English course or higher**		
Numeracy* OR 100-level college Math course or higher**		
Child Development* OR approved Child Development college course**		
Special Needs Inclusion*		

*Must submit certificates of completion for e-Learning courses. **College coursework must be on official transcripts.

West Virginia Apprenticeship for Child Development Specialists (ACDS)	Instructor Name	Date Completed
First Semester		
Second Semester		
Third Semester		
Fourth Semester		

Copies of official certificates or ACDS course transcript is required for renewal. Must have proof of completing all 4 semesters for permanent authorization.

Child Development Associate (CDA) Credential	CDA Advisor	Date Completed
160 Professional Experience Hours and Assignments		
320 Professional Experience Hours and Assignments		
480 Professional Experience Hours and Assignments		
<i>Copy of valid, official certificate issued by National Credential Agency required for permanent authorization.</i>		

Career Technical Education (CTE) and ACE Early Childhood Classroom Assistant Teacher Program	School Name	Date Completed
Early Learning Child Development		
Early Learning Special Needs Inclusion		
Early Learning Language & Literacy		
Early Learning Numeracy		

Copies of CTE certificates OR high school transcripts must be submitted.

ETS ParaPathways Assessment	Date Completed
ParaPathways Reading & Writing (5758) – Required Score 332	
ParaPathways Mathematics (5759) – Required Score 334	
Child Development* OR approved Child Development college course**	
Special Needs Inclusion*	

Must submit official ETS score report and *e-Learning certificates of completion. **College coursework must be on official transcripts.

Signature of Superintendent or
Community Programs Director

Date

Signature of Applicant

Date