



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** ☐

ECCAT Date: \_\_\_\_\_

**NO** ☐

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 ☐ CTE/ACE
- ☐ Child Development Associate (CDA) Credential™

- ☐ 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*

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

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

<b>West Virginia Apprenticeship for Child Development Specialists (ACDS)</b>	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.*

<b>Child Development Associate (CDA) Credential</b>	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>		

<b>Career Technical Education (CTE) and ACE Early Childhood Classroom Assistant Teacher Program</b>	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.*

<b>ETS ParaPathways Assessment</b>	Date Completed
ParaPathways Reading & Writing (5758) – Required Score 332	
ParaPathways Mathematics (5759) – Required Score 334	
Child Development* <b>OR</b> 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