



1. Applicant Information				2. Disclosure of Background Information																							
<p>Social Security Number _____</p> <p>Gender: Check One <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer Not to Answer</p> <p>Birth Date (MM-DD-YYYY) _____</p> <p>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.)</p> <p>Street Address _____ City _____ State _____ Zip Code _____</p> <p>Primary Phone _____ Secondary Phone _____</p> <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>				<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> <table border="1"><thead><tr><th>YES</th><th>NO</th><th>Previously Submitted</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></tbody></table>			YES	NO	Previously Submitted																		
YES	NO	Previously Submitted																									
<p>Indicate Race and Ethnicity (Check all that apply)</p> <table border="1"><tbody><tr><td><input type="checkbox"/> Hispanic</td><td><input type="checkbox"/> White</td><td><input type="checkbox"/> Asian</td><td><input type="checkbox"/> Black/African American</td></tr><tr><td><input type="checkbox"/> Middle Eastern/North African (MENA)</td><td><input type="checkbox"/> American Indian/Alaskan Native</td><td colspan="2"><input type="checkbox"/> Native Hawaiian/Other Pacific Islander</td></tr></tbody></table>				<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																	
<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> <p>Signature of Applicant _____ Date _____</p>																											
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. Superintendent Recommendation (Required if employed by a WV School System)																											
<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> <p>Signature of Superintendent/Multi-County CTE Administrator, or WVSDT Superintendent/designee _____ County _____ Date _____</p>				<p>*For a YES response to items 5 and 6, the following must be included for all charges, including those that have been dismissed:</p> <ul style="list-style-type: none">1) Charging Document; and2) Judgement Order; or3) Final Disposition; and4) All other relevant court documentation.																							

