

# Request for Change of Designated County/Multi-County Center

I verify that \_\_\_\_\_ SS# \_\_\_\_ - \_\_\_\_ - \_\_\_\_ has been hired by the  
\_\_\_\_\_ County Board of Education/Multi-County Center  
effective \_\_\_\_/\_\_\_\_/\_\_\_\_.

Therefore, I am requesting that \_\_\_\_\_ County/Multi-County Center be  
reflected as the County/Center of record in the Office of Certification and Professional Preparation.

\_\_\_\_\_  
County/Multi-County Center Official (Print Name)

\_\_\_\_\_  
County/Multi-County Center Official Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Educator (Print Name)

\_\_\_\_\_  
Educator signature

\_\_\_\_\_  
Date

*Please complete and submit to the Office of Certification and Professional Preparation. This form may be faxed to 304-558-7843 or scanned and emailed to a staff member in the Office of Certification and Professional Preparation.*