

## Applicant Information Page

Date Received by County Board of Education: \_\_\_\_\_

Date Received by Institution of Higher Education: \_\_\_\_\_

Certification Services  
Building 6, Suite 550  
1900 Kanawha Boulevard, East  
Charleston, WV 25305  
304-558-7010 7.22.2021

### Part 1 -Applicant Information

\_\_\_\_\_  
Social Security Number      Birth Date (MM-DD-YYYY)      Gender (M or F)      US Citizen ( Y or N)      US Veteran or Spouse of Veteran (Y or N)

\_\_\_\_\_  
Last Name      First Name      MI      Previous Last Name (Maiden)  
(If your name has changed since your last application, **proof of name change must be attached** e.g. photocopy of marriage certificate, etc.)

\_\_\_\_\_  
Street Address      City      State      Zip Code

\_\_\_\_\_  
Primary Phone      Secondary Phone      E-Mail

| List the institutions from which a degree has been earned |        |      | Are you currently employed by a West Virginia School System? |    | Do you currently hold a License to work in the public schools of West Virginia? |    |
|---|--------|------|--|----|---|----|
| College/University  | Degree | Date | Yes  | No | Yes   | No |
|   |        |      |  |    |   |    |
|   |        |      |  |    |   |    |
|   |        |      |  |    |   |    |

### Part 3—Applicant Signature

*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.*

\_\_\_\_\_  
Signature of Applicant      Date

A non-refundable fee is required for each application. Please pay online at <https://wweis.k12.wv.us/certpayment/>. Applications attached:

Supporting documentation attached:  
(non-fee required Forms, e.g. Forms 4B, 7, V10, V16)

\_\_\_\_\_  
Form #      Form #      Form #      Form #      Form #      Form #

### Part 4—Fingerprinting Information

**Fingerprinting instructions at <https://wvde.us/certification/certification-info/application-forms/first-time-application/>**  
 **I have previously received Certification in WV and understand that I do not need to re-submit my fingerprints.**  
 **I have never held WV Certification and will submit my fingerprints to IdentoGo. All first-time applicants must have fingerprints processed by IdentoGo (L1enrollment.com). A fingerprint service code will be sent to your e-mail once the application is received.**

### Part 5 - Superintendent Recommendation (Required if employed in a WV School System)

*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 duties of a teacher. I recommend that s/he be granted certification.*

\_\_\_\_\_  
Signature of Superintendent      County      Date

### Part 2-Disclosure of Background Information

**If you answer yes to any question below, SUBMIT a narrative with your application.** The narrative should include dates, locations, school systems, and all/any other information that explains the circumstance(s) in detail.

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.

2) Have you ever been disciplined, reprimanded, suspended, or discharged from any employment because of allegations of misconduct?

3) Have you ever resigned, entered into a settlement agreement, or otherwise left employment as a result of alleged misconduct?

4) Is any action now pending against you for alleged misconduct in any school district, court, or before any educator licensing agency?

5) Have you ever been arrested, charged with, convicted of, or are currently under indictment for a felony? \*

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. \*

|  | YES | NO | Documentation Attached |
|--|-----|----|------------------------|
|  |     |    |                        |
|  |     |    |                        |
|  |     |    |                        |
|  |     |    |                        |
|  |     |    |                        |
|  |     |    |                        |

\* For a YES response to items 5 & 6, the following must be included for all charges, including those that have been dismissed or expunged: 1) Judgment Order; **OR** 2) Final Order; **OR** 3) Magistrate Court Documentation; **AND** 4) all other relevant court documentation.



# West Virginia DEPARTMENT OF EDUCATION

REV 7.22.2021

## Form 10--Collegiate Instructor Permit

Social Security Number: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

| PART 1   | PART 2  |  |
|--|---|--|
| <p>____ Original Collegiate Instructor Permit</p> <p>____ Conferred MA Degree in the content area in which the permit will be endorsed.</p> <p>____ Verification of a minimum of three years of college/university teaching experience in the content area in which the permit will be endorsed.</p> <p>____ Name of college/university where applicant is a full-time instructor.</p> | <p>____ Renewal Collegiate Instructor Permit</p> <p>____ Name of college/university where applicant is a full-time instructor.</p>  | <p>Transcripts may be sent via e-Scripts to:<br/>cert.transcripts.wvde@k12.wv.us</p> <p>Payment is made at the following site:<br/><a href="https://wveis.k12.wv.us.certpayment">https://wveis.k12.wv.us.certpayment</a></p> |
| Employing County   | Employing County  |  |
| Employing School   | Employing School  |  |
| Endorsement/Grade Range Required   | Endorsement/Grade Range Required  |  |
| Endorsement/Grade Range Required   | Endorsement/Grade Range Required  |  |
| Date Applicant will begin assignment:  | Date Applicant will begin assignment:   |  |
| <p>I verify that the applicant is the most qualified applicant for a position in which no certified applicant has applied and has been offered part-time employment where local policy provides assurance that such personnel do not replace a full state-certified educator.</p>  | <p>I verify that the applicant is the most qualified applicant for a position in which no certified applicant has applied and has been offered part-time employment where local policy provides assurance that such personnel do not replace a full state-certified educator.</p> | <p><b>Applicant Information Page must be attached.</b></p>   |
| Signature of Superintendent _____ Date _____   | Signature of Superintendent _____ Date _____  |  |