

Date Received by County Board of Education: _____

Date Received by Institution of Higher Education: _____

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

| College/University | Degree | Date |
|--------------------|--------|------|
| | | |
| | | |
| | | |

Are you currently employed by a West Virginia School System?

Yes No

If YES, please indicate the school system:

Do you currently hold a License to work in the public schools of West Virginia?

Yes No

Do you currently hold a License to work in the public schools of another state?

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. You may pay online at <https://wveis.k12.wv.us/certpayment/>. Applications attached:

Form # Form # Form #

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

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)

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.

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

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. *

* 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 20210722

Form 20C — Conversion from a Provisional to a Professional Teaching Certificate

Social Security Number: _____

School District _____

Conversion Requirements (Circle Yes or No)

| Y | N | The applicant has successfully completed a Beginning Educator Internship/Induction (Refer to W. Va. Code §18A-3C-3) for classroom teachers OR qualifies for exemption as stated in WVBE Policy 5202. Identified Exemption: _____ | | | | | | | | | | | | | | | | |
|--------|---------|---|----------|---------|-----------------|----------|--|--|--|--|--|--|--|--|--|--|--|--|
| Y | N | The applicant has completed successful evaluations for each year taught under the Provisional Professional Certificate within the West Virginia Educator Evaluation System, AND with an earned performance rating of emerging or above, pursuant to W. Va. Code §18A-2-12. | | | | | | | | | | | | | | | | |
| Y | N | The applicant has completed two years of full-time teaching experience under the Provisional Professional Certificate AND in the area(s) of endorsement on such certificate in West Virginia. Identified Endorsement(s): _____ Required Experience Verification: | | | | | | | | | | | | | | | | |
| | | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">School</th> <th style="width: 15%;">Year(s)</th> <th style="width: 30%;">County/District</th> <th style="width: 20%;">Position</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> | School | Year(s) | County/District | Position | | | | | | | | | | | | |
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| Y | N | The applicant has: 1) successfully completed the appropriate coursework (six semester hours of college/university coursework reflecting the minimum of 3.0 GPA, as applicable) related to the public school program as defined in §126-136-9.6.g, completed subsequent to the issuance of the initial Provisional Professional Certificate to be converted and within the last five years; OR 2) successfully completed e-learning coursework related to the public school program as defined in WVBE Policy 5202, completed subsequent to the issuance of the initial Provisional Professional Certificate to be converted and within the last five years. For verification purposes, the application MUST either include a copy of official transcripts, OR include verification of e-learning course completion. | | | | | | | | | | | | | | | | |

I hereby certify and agree with the following statements: The applicant is employed within our school district, has met all requirements for conversion from the Provisional Teaching Certificate to the Initial Professional Teaching Certificate pursuant to WVBE Policy and West Virginia State Code, and I officially recommend that the applicant receive the requested certificate for the requested endorsement.

Signature of the Employing Superintendent

School District

Date