

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. Please pay online at <https://wweis.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 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. *

Part 4 - 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, Multi-County Center or WVSDT Director County/Multi-County Center/WVSDT Date

* 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 V35—CTE Permanent Advanced Credential

Social Security Number: _____

Last Name: _____ First Name: _____ MI: _____

Application Description

Advanced credentials may be awarded to educators for completing professional development, coursework and/or testing that exceeds the requirements for a professional certificate. Endorsements identified as advanced credentials have unique and specific requirements for issuance. Advanced credentials may be required for employment in West Virginia's schools.

Employing School District, Multi-County Center or ODTP

Requested Endorsement Information

Select an eligible endorsement identified in Table 4 of the WV Career and Technical Education Endorsement and Testing Manual **OR** Pet Grooming (as identified in WVBE Policy 5202)

Endorsement # _____

Endorsement Name _____

Valid Professional Certificate (Select One)

The applicant holds a valid Professional Certificate issued by the West Virginia Department of Education (WVDE)

Required endorsement(s), if applicable: _____

The applicant holds a valid Professional Career and Technical Certificate issued by the WVDE

Required endorsement(s), if applicable: _____

Signatures

I verify that the applicant is eligible to hold the requested Career and Technical Education permanent advanced credential and that all required supportive documentation (ex. required trainings, professional development, etc.) is on file with the WVDE Office of Career and Technical Education Program Coordinator. This supportive documentation will be made available upon request, to the Office of Certification.

WVDE Program of Study Coordinator

Date

WVDE Director of Career and Technical Education or Designated Official

Date