

## Applicant Information Page

Certification Services  
Building 6, Suite 550  
1900 Kanawha Boulevard, East  
Charleston, WV 25305  
304-558-700  
11.3.2021

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			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.



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

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

**INSTRUCTIONS**

Select the appropriate box next to the requested authorization or certificate. Identify if the request is for an Original, Renewal or Permanent Authorization or Certificate. The appropriate in-service trainings/hours, official college/university transcripts, and/or other requirements for the endorsement indicated will be reviewed by the WVDE at the time of submission before the authorization or certificate is issued. Refer to WVBE Policy 5202 for requirements. The Future Leaders Authorization also requires the Coursework Commitment Form to be submitted at the time of application.

COUNTY OR ODTP LOCATION \_\_\_\_\_ SCHOOL YEAR \_\_\_\_\_

**ONE-YEAR AUTHORIZATIONS WITH RENEWAL ONLY**

		ORIGINAL	RENEWAL	PERMANENT
	Alternative Education			
	Health Care Fundamentals (CTE)			
	Curriculum/Cultural Enrichment			
	Driver's Education (Temporary)			
	Jobs for West Virginia Graduates			
	Junior ROTC			
	Reading (7th and 8th Grade)			
	School Nurse			
	Speech Assistant			

**ONE-YEAR AUTHORIZATIONS WITH PERMANENT PATHWAY**

	Future Leaders Program			
	Technology Systems Specialist			

**THREE-YEAR AUTHORIZATIONS OR CERTIFICATES**

	School Nutrition Director			
	Professional Accountant Certificate			
	Professional Business Official Certificate (CSBO)			

**PERMANENT AUTHORIZATIONS**

	Computer Science Discoveries			
	Computer Science Fundamentals			
	Introduction to Computer Science			
	Driver Education (WVDE Co-Hort			
	National Guard Youth Challenge			
	United States History to 1900			