

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
			If YES, please indicate the school system:		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:

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 20211115

Form 1/1B—First Class/Full-Time Permit for Non-IHE Programs

Social Security Number: _____

Last Name: _____ First Name: _____ MI: _____

Applicant	Employing County	Approved Program Officials
<p>Name of program where you are enrolled: _____</p> <p>By Signing this Agreement:</p> <p>A) I am making a formal commitment to complete the state approved educational preparation program stated above. B) I agree to provide program officials with official seal-bearing transcripts. C) I understand that I must make adequate progress verified by the program provider and WVDE to renew my permit. D) I understand that I must complete the entire program and satisfy all testing requirements for the professional license in the specialization(s) within the policy-allowed timeframe from the date of issuance of the original permit. E) I understand that it is my responsibility to meet the renewal requirements for the First-Class/Full-Time Permit.</p> <p><i>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.</i></p> <p>_____ Signature of Applicant</p> <p>_____ Date</p> <p>Applicant Information Page must be attached to this application.</p>	<p>Verification of Employment (Required for original AND renewal applications):</p> <p>_____ Name of School</p> <p>_____ Assignment/Endorsement Area</p> <p>_____ Assignment/Endorsement Area</p> <p>Date Applicant will begin assignment: _____ <small>(original permit)</small></p> <p>Request for Licensure</p> <p><input type="checkbox"/> Original Permit <input type="checkbox"/> Permit Renewal</p> <p>Endorsement(s) requested:</p> <p>_____ Endorsement _____ Grade Level</p> <p>_____ Endorsement _____ Grade Level</p> <p><i>I verify that the applicant is the most qualified candidate for the position. I have informed the applicant that s/he must satisfy renewal requirements or conversion as specified in WVBE Policy 5202 or s/he will not be eligible for reassignment to this position. I have reviewed the disclosure of background information and, to the best of my knowledge, the applicant is of good moral character and physically, mentally, and emotionally qualified to perform his/her duties as an educator. I recommend that the permit be granted.</i></p> <p>_____ Signature of Superintendent _____ County</p> <p>_____ Date</p>	<p>Program's Recommendation</p> <p>Recommendation:</p> <p><input type="checkbox"/> Original Permit—The applicant has an overall GPA of 2.5 and is enrolled and actively taking coursework in a WVBE-approved program for the endorsements listed below.</p> <p>_____ Endorsement _____ Grade Level</p> <p>_____ Endorsement _____ Grade Level</p> <p>_____ Program Name</p> <p>_____ Signature of Designated Program Official _____ Date</p> <p>_____ Signature of WVDE Official _____ Date</p> <p>Renewal:</p> <p>I certify the applicant is making adequate progress in the program.</p> <p>_____ Program Name</p> <p>_____ Signature of Designated Program Official _____ Date</p> <p>_____ Signature of WVDE Official _____ Date</p>