



1900 Kanawha Boulevard, East, Building 6 • Charleston, WV 25305  
wvde.us

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## Certification Services

### Request for Change of Designated County/Multi-County Center

Employee Name: \_\_\_\_\_

Employee License Number or SSN : \_\_\_\_\_

Effective Date: \_\_\_\_\_

New County: \_\_\_\_\_

Requested By: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Please complete this form and upload the document to Certification Services through the CERTUPLOAD (<https://wveis.k12.wv.us/certupload>).