



**1. Applicant Information**

Social Security Number \_\_\_\_\_ Gender: Check One  Male  Female  Prefer Not to Answer  
 US Citizen:  Yes  No  
 Military Service:  US Veteran or  Spouse of US Veteran  
 Birth Date (MM-DD-YYYY) \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_ Previous Last Name (or Maiden) \_\_\_\_\_  
 (If your name has changed since your last application, **proof of name change must be attached**, e.g. copy of marriage certificate, etc.)

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_  
 Email (Required) \_\_\_\_\_  
 Are you employed by a West Virginia School System? (Circle Yes / No) If YES, please indicate the school system: \_\_\_\_\_

Indicate Race and Ethnicity (Check all that apply)

Hispanic  White  Asian  Black/African American  
 Middle Eastern/North African (MENA)  American Indian/Alaskan Native  Native Hawaiian/Other Pacific Islander

**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. The WVDE collects personal and non-personal information. Any information submitted or on record may be open to public inspection and/or publication as per our privacy policy located on our website.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**4. Fingerprinting Information**

**Fingerprinting instructions at <https://wvde.us/certification/certification-info/application-forms/first-time-application/>**

I have previously received Certification in WV.  
 I have never held WV Certification and will complete at background through IdentoGo. All first-time applicants must have fingerprints processed by IdentoGo (<https://www.identogo.com>). A fingerprint service code will be sent to your e-mail once the application is received by the WVDE.

**5. Superintendent Recommendation (Required if employed by 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 assigned duties. I recommend that s/he be granted certification.*

Signature of Superintendent/Multi-County CTE Administrator, or WVSdT Superintendent/designee \_\_\_\_\_ County \_\_\_\_\_ Date \_\_\_\_\_

**2. Disclosure of Background Information**

<b>If you answer yes to any question below, submit a narrative with your application.</b> The narrative should include dates, locations, school systems, and any/all other information that explains the circumstance(s) in detail.	YES	NO	Previously Submitted
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 and 6, the following must be included for all charges, including those that have been dismissed:

- 1) Charging Document; and
- 2) Judgement Order; or
- 3) Final Disposition; and
- 4) All other relevant court documentation.



# West Virginia DEPARTMENT OF EDUCATION

REV 20250116

## Form 30—Advanced Credential

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

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

Advanced Credentials are 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 initial issuance and subsequent renewal. Advanced Credentials may be required for employment in certain positions in West Virginia's schools.

### Valid Professional Certificate

The applicant holds a valid Professional Certificate issued by the West Virginia Department of Education.

YES

NO

### Advanced Credentials

Please Select Advanced Credential (s) Requested	Required Professional Development: Documentation of completed Professional Development must be submitted with this application	Date Completed
<input type="checkbox"/> <b>Permanent — Technology Integration Specialist</b>	Hold a valid West Virginia Professional Certificate, or an Adult Certificate endorsed for Adult Basic Education as described in section 10.8; complete training as required by the employing county; and receive the recommendation of the county superintendent.	
<input type="checkbox"/> <b>Initial Advanced Placement Teacher</b> (valid three school years)  <b>—List all areas of AP instruction for which licensure is sought (Ex.: World History)</b>  _____	Hold a valid WV Professional Teaching Certificate, receive the recommendation of the county superintendent and meet one of the following options: <b>Option 1.</b> Successfully complete a 30-clock hour College Board endorsed Advanced Placement Summer Institute or an equivalent College Board endorsed Advanced Placement Summer Institute offered through the WVDE or an out-of-state provider endorsed by the College Board. All professional learning for the initial Advanced Placement Teacher Advanced Credential must have been completed subsequent to June 1, 2005; <b>OR Option 2.</b> Be accepted by the College Board to read exams and participate in at least one Advanced Placement Exam Reading; or be accepted by the College Board to offer institutes and workshops and deliver at least one course-specific institute or workshop; or successfully serve as a mentor to a novice Advanced Placement teacher; or successfully complete at least three semester hours of coursework directly related to the Advanced Placement course for which licensure is sought; and successfully complete the Advanced Placement Course Audit required by the College Board.	
<input type="checkbox"/> <b>Renewal of Advanced Placement Teacher</b> (valid three school years)	After the effective date of the credential being renewed, complete the College Board Advanced Placement Course Audit required by the College Board; <b>AND</b> serve as exam reader for at least one College Board Advanced Placement Reading; <b>OR</b> deliver at least one course-specific institute/workshop through the College Board; <b>OR</b> successfully serve as a mentor to a novice Advanced Placement teacher; <b>OR</b> complete three (3) semester hours of coursework related to the Advanced Placement course for which licensure is sought.	
<input type="checkbox"/> <b>Initial Option Pathway</b>	Hold a valid WV Professional Teaching Certificate in any endorsement area AND submission of commitment approved by the WVDE Option Pathway Coordinator AND the recommendation of the county superintendent.	
<input type="checkbox"/> <b>Renewal of Option Pathway</b>	Hold a valid WV Professional Teaching Certificate in any endorsement area AND professional development equally six hours annually approved by the WVDE. (18 clock hours for a three-year certificate or 30 clock hours for a five-year/permanent certificate).	
<input type="checkbox"/> <b>K-5 Master Math Teacher</b>	Hold a valid West Virginia teaching certificate endorsed in Elementary Education K-6 or Multi-Subjects K-8 and currently teaching any grade(s) from K-5; and complete at least 6 professional development modules related to K-5 mathematics offered or approved by WVDE; and the recommendation of the employing county superintendent.	
<input type="checkbox"/> <b>Renewal of K-5 Master Math Teacher</b>	hold a valid West Virginia Elementary Education certificate and currently teaching any grade(s) from K-5; and complete at least two professional development modules related to K-5 mathematics offered or approved by WVDE; and the recommendation of the employing county superintendent.	
<b>Personal Finance Education Specialist</b>  <input type="checkbox"/> <b>Initial</b>  <input type="checkbox"/> <b>Renewal</b>  <input type="checkbox"/> <b>Permanent</b>	Initial — hold a valid West Virginia Professional Certificate; and successfully complete professional learning on personal finance education provided and/or approved by the WVDE; and document the integration of personal finance education into the core curriculum utilizing the WVDE personal finance instructional model.  Renewal — hold a valid West Virginia Professional Certificate; and completion of professional learning related to personal finance education knowledge, skills, and pedagogy offered/approved by the WVDE or another nationally recognized organization; or successfully complete at least three semester hours of coursework from a regionally accredited IHE and directly related to the field of Personal Finance Education.  Permanent — hold a valid West Virginia Professional Certificate; and hold a valid or expired Advanced Credential endorsed for Personal Finance Education Specialist, having renewed it at least one time at the appropriate renewal period; and completion of an additional five days professional learning related to personal finance education knowledge, skills, and pedagogy and offered/approved by the WVDE; and complete at least three semester hours of coursework from a regionally accredited IHE or its equivalent from West Virginia e-Learning, and directly related to the field of Personal Finance Education.	