STUDENT DIRECTIONS TO ASSIST WITH THE APPLICATION PROCESS FOR A WVDE CLINICAL EXPERIENCE PERMIT

- Complete paper Forms 24 and 7. Forms can be downloaded from [http://wvde.state.wv.us/certification/forms/](http://wvde.state.wv.us/certification/forms/). (Print all forms landscape.)

- **Form 24** – *Clinical Experience Permit Application* (2-page form, fee $35):
  1. **Applicant Information Page**, (1st page) complete Parts 1-4. If you have indicated a misdemeanor on *Part 2-Disclosure of Background Information* you will need to provide documentation of criminal judgement AND a personal statement. *Part 4-Fingerprinting Information* check the box for __I have never held WV Certification and have recently submitted my fingerprints to L1Soutions on ___/___/______, but you will NOT be entering the date of your fingerprinting appointment. Fingerprinting will now occur after the application is completed and on file with the West Virginia Department of Education.

  2. **Form 24-Clinical Experience page**, (2nd page) complete only top box with your Social Security # and your name. *If your placement is in multiple counties a Form 24A will need to be completed for each additional county of placement. (only one Applicant Information Page is needed) **Use Form 24B for out-of-state placements, same Applicant Information Page, no WV fingerprinting or fee required.*

- **Form 7- Applicant Consent/Release of Background Results**:
  1. **DO NOT SIGN FORM 7 until you are in front of a Notary Public.** Only complete the top box with your Social Security # and your name, and below that check the box next to __Check this box to release the results of the WV State Police criminal history background check to a county board of education for purposes of employment or student teaching, as well as initial the bottom right corner of this box. *(It is small and easy to miss!)*

    **Note:** You will need to complete a separated Form 7 for every county placement, Forms 24 & 24A. Check with your program coordinator to determine how many forms you will need to complete.

  2. In front of the Notary Public, complete the Applicant Consent box name, address and signature. You will need a Driver’s License or a photo ID (University student IDs are not accepted). We have two notaries in 710 Allen Hall that can provide this service free of charge. Calling ahead recommended 304-293-2169.
Fingerprinting/Background Check: Once your application is completed and uploaded to the West Virginia Department of Education, you will receive an email with a SERVICE CODE to use for scheduling your digital fingerprinting appointment. Please schedule an appointment as quick as possible upon receiving that email. This will include State and Federal Background Checks, cost is $44.50. Here is the link you will be using https://uenroll.identogo.com/.

Note: Make sure your email address is legible on the Applicant Information Page.

Online Payment for Clinical Experience Permit: You will need to pay a fee of $35 to the West Virginia Department of Education using this link: https://wveis.k12.wv.us/certpayment/ You will also need to print your confirmation/receipt after your payment is processed to turn in with your application.

*See Attachment B, Directions to Pay Online for Student Teaching Permit

**Note: if your placement is out-of-state only (Form24B), you will not pay this fee

Check the Status of Clinical Experience Permit: After the Certification Officer submits your permit application to the WVDE and you have completed your fingerprinting/background checks, you can check the status of your permit at https://wveis.k12.wv.us/certcheck/ (do not check before May 20). You will need to input your last name, birthdate and last four digits of your Social Security #.

If your permit is “pending”, you can view the issues holding up your approval by clicking on View found next to your permit application name. Please be sure to resolve the issue as soon as possible. This is where you will print the .pdf of your permit to take to your placement schools. To print, look under Certificates, Action, click: View PDF.

Turning in forms and documents: Please return the following to your program coordinator by the date they have requested:

~Completed Application Forms 24/24A/24B
~A notarized Form 7 for each application 24/24A
~Signed Teacher Candidate Certification Agreement Letter
~A copy of your online payment receipt
~If applicable, your criminal judgement documents and a personal statement
DIRECTIONS TO PAY ONLINE FOR CLINICAL EXPERIENCE PERMIT

Please go the following link to pay for the Clinical Experience Permit Application:
https://wveis.k12.wv.us/certpayment/

OFFICE OF EDUCATOR EFFECTIVENESS AND LICENSURE APPLICATION PAYMENT SYSTEM PAGE

1. Under Paper Applications, click Cert Payment (paper)
2. Enter your Social Security Number, click Search
3. Enter Date of Birth, click Submit
4. Have you applied for WV Certification before? Select No, click Submit
5. New Applicant (complete all required information)
6. Re-enter the following data to confirm (SS# & email), click Submit
7. Confirm entered data. If information is correct, select Yes, click Submit
8. New Applicant Record is created, click Continue
9. Please verify the information is correct, click Yes
10. Select, Option that Applies to You (o I am applying for a student teaching permit/field experience request or teacher in residence permit.)
11. Click Next
12. Select the forms you will be sending o Form 24 ($35)
13. Click Next
14. Please verify your information is correct and the Form 24 you are submitting is listed.
15. Click Next
16. A screen will appear with the following:

You will now be directed to the WV State Treasurer's Office website to pay for your online fee.
You must click the 'Continue' button on the WV State Treasurer's confirmation page to complete your transaction.
Please be patient, this process may take several minutes.

A valid email address is required to process your payment.

You must print your confirmation/receipt after your payment is processed. You will then include this receipt with your application (Forms 24 & 7). You will not be able to print the receipt after you exit the confirmation page.

Warning: Do not use the Browser's Back Button while processing credit card information

17. Click Continue
18. Fill out payment information (DO NOT list a company/employer name)
19. Click Continue
20. You will receive an email from Robert Hagerman, RE: WVDE License Number Information. Keep this email for future reference.
If you have any questions, contact:

Michelle Principe
Teacher Certification Program Manager
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304-293-3983