

**IHE Notification Form  
Alternative Certification Program**

Alternative Certification Teacher Candidate \_\_\_\_\_

Candidate Address: \_\_\_\_\_

Candidate Phone: \_\_\_\_\_ Candidate Email: \_\_\_\_\_

Employing County: \_\_\_\_\_ School: \_\_\_\_\_

Area of Certification: \_\_\_\_\_

Social Security Number (last four digits): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

*(this info is requested to allow IHE to accurately match applicant with other submitted documents)*

**LEA Requirements**

- Position was posted at least twice (total of 10 days) and no certified applicants applied
- Disclose AC process/employment/timelines with AC candidate(s) who are under consideration
- Make a formal offer of employment to the selected candidate(s) for the posted position(s)  
Date of Employment: \_\_\_\_\_  
Position: \_\_\_\_\_
- Assist selected candidate(s) with making application to WVDE for an Alternative Teaching Certificate
- After Alternative Teaching Certificate is approved by WVDE, notify IHE that recipient of the Alternative Teaching Candidate will be enrolling into the school district's state-approved alternative certification program of study  
*(please note that candidate cannot enroll in courses until the certificate is officially approved by WVDE)*

**Candidate Eligibility Requirements**

- Bachelor's Degree with a minimum 2.5 GPA  
Degree(s): \_\_\_\_\_
- Possess either transcripts reflecting an academic major or an occupational area in the same as or similar to the subject matter which the alternative program candidate is being hired to teach.
- Meets general requirements of Policy 5202 (18 years of age; US citizen; good moral character; physically, mentally and emotionally qualified)
- Clear criminal history background check
- Holds documentation verifying passing scores on pre-professional skills test(s) (Praxis CORE) or evidence of a qualifying exemption as described in Policy 5202.  
Scores: Reading \_\_\_\_\_ Writing \_\_\_\_\_ Math \_\_\_\_\_
- (General Educator only) Holds documentation verifying passing scores on the subject matter test(s) required by WVBE.  
Subject \_\_\_\_\_ Score \_\_\_\_\_
- Application for the Alternative Teaching Certificate approved by WVDE *(please attach copy)***

\_\_\_\_\_  
Signature of District Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

***Email the completed form to the institute of higher education:***

Marshall University

Dr. Elbert Davis

[davis513@marshall.edu](mailto:davis513@marshall.edu)

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