



Office of Professional Preparation  
 Building 6, Room 252  
 1900 Kanawha Boulevard East  
 Charleston, WV 25305

REV 20120111

## Form 4B-Character Reference

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

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

### Requirements

W. Va. Code §18A-3-1 states that the state superintendent has the authority to issue certificates in accordance with the rules adopted by the West Virginia Board Education. W. Va. Code §18A-3-1 states that a certificate to teach shall not be granted to any person who is not a citizen of the United States, is not of good moral character and physically, mentally and emotionally qualified to perform the duties of a teacher and who has not attained the age of eighteen years on or before the first day of October of the year in which his or her certificate is issued; except that an exchange teacher from a foreign country, or an alien person who meets the requirements to teach, may be granted a permit to teach within the public schools of the state. W. Va. Code §18A-3-3 refers to the renewal of certificates and states that the candidate for licensure must receive "recommendation based on successful teaching experience from a county superintendent of schools of the county in which the holder last taught or resides." Verification of these qualifications is needed to issue a license to work in the public schools of West Virginia. WVBE Policy 5202 §126-136 requires that individuals employed in a WV county obtain the recommendation of the superintendent in that county.

### Select ONLY one column to complete if you are not currently employed by a West Virginia County Board of Education

Recommendation Based Upon Educational Experience	Recommendation Based Upon Non-Educational Experience
<p>The person named hereon, _____ last taught in my school/school district during the _____ school year in _____ school and was assigned to teach _____ at the _____ grade level. To the best of my knowledge the person is of good moral character and is physically, mentally and emotionally qualified to perform the duties of an educator and s/he was a successful educator.</p>	<p>I have known the person named hereon _____ for a period of _____ years as a _____ (capacity in which you know the person). To the best of my knowledge the person is of good moral character and is physically, mentally and emotionally qualified to perform the duties of an educator and I know of no reason s/he should not be granted a license to work in the public schools of West Virginia.</p>
<p>Name _____ Title _____</p>	<p>Name _____ Title _____</p>
<p>Telephone Number _____ Email Address _____</p>	<p>Telephone Number _____ Email Address _____</p>
<p>Address _____</p>	<p>Address _____</p>
<p>City _____ State _____ Zip _____</p>	<p>City _____ State _____ Zip _____</p>
<p>Signature _____ Date _____</p>	<p>Signature _____ Date _____</p>