To apply to the West Virginia Department of Education for a substitute teacher or school nurse permit:

1. **You must have your Certificate of completion** of the Substitute Teacher or Substitute School Nurse on-line class.

2. Go online to the West Virginia Department of Education Office of Certification website (wvde.us/certifications) Click on the blue font word "**Applications**". (located about halfway down the web page)

Scroll down to the "Filter By" section. You can click on "Form Code" and a drop down list of all available forms will be listed.

3. Complete the Substitute Teacher Permit Application **ONLINE**:
Form #2S Short Term or Form #2L Long Term Substitute Permit

≃ Short Term - a licensed educator who temporarily replaces an educator for 30 or fewer consecutive instructional days. **Fee is $35.**
≃ Long Term - a licensed educator who temporarily replaces an educator for more than 30 consecutive instructional days. **Fee is $50.**

• PRINT OFF AND BRING TO BOARD OFFICE **Form #4b** (Character Reference, to be completed by someone other than family member)
• PRINT OFF AND BRING TO BOARD OFFICE **Form #7** (Release of Information)

I will upload the two forms to the WVDE for you.

4. You will need to create a user name and password by clicking on "Register".

5. You will need to provide an official college transcript listing degree level. You can have the transcript sent electronically to the Board Office to my attention at carol.f.burgess@k12.wv.us or mailed to me at: Carol Burgess, Personnel Office, PO Box 770, Ripley, WV 25271. **I will upload the transcript to the WVDE for you**.

6. All application fee payments have to be made online. Go to:
https://wveis.k12.wv.us/certpayment

7. Once you have made payment, you will get an email from the WVDE with information about a background check/fingerprinting. That email will have a service code that you must use when scheduling the background check.

8. Once all documents and background/fingerprints are received by the WVDE, they will review everything and issue a substitute teacher state certification certificate.

9. Once you are state certified as a substitute teacher/substitute nurse, you can make application with the Jackson County Board of Education to be a substitute by visiting our online application page: https://www.boe.jack.k12.wv.us/ and click on "Employment" in the upper right hand corner