

EXPIRING CERTIFICATE CHECK LIST

- ◇ What is the expiration date on your certificate: _____
 - <https://wveis.k12.wv.us/certcheck/>
- ◇ What is the Salary Class on your certificate. _____
- ◇ If the Salary Class on your certificate **DOES NOT** read **MA+30** or **higher**, you will need to do the following prior to your expiration date:
 - Take 6 Semester hours of coursework.
 - Have your **OFFICIAL Transcripts** sent to **you** for the 6 hours completed.
 - Complete a **Form 4** from the online through the WVDE (<https://wveis.k12.wv.us/certportal/>)
 - Bring your Official Transcripts to the HR Office of Monongalia County Schools.
 - Once we approve your application, your will be notified to make your payment.
 - Pay for the Form 4. (<https://wveis.k12.wv.us/certpayment/>)
- ◇ If the Salary Class on your certificate **DOES** read **MA+30** or **higher**, you will need to do the following prior to your certificate expiring:
 - Complete a **Form 4** from the online through the WVDE (<https://wveis.k12.wv.us/certportal/>)
 - Once we approve your application, your will be notified to make your payment.
 - Pay for the Form 4. (<https://wveis.k12.wv.us/certpayment/>)
- ◇ Other forms you may need in the future: (These are paper forms)
 - Form 12: Advanced Degree
 - Form 8: Adding an endorsement through college coursework
 - Form 8c: Adding an endorsement by passing a Praxis exam.

Questions? Please contact the HR Office.

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