

**SUMMERS COUNTY BOARD OF EDUCATION POLICY**

**Adopted: August 27, 1981 Rev. 11/17/04**  
**Reference: Board Minutes**

**Code: IV-H-13**  
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**CERTIFICATION REGULATIONS**

It is the responsibility of each educator to familiarize himself/herself with licensure and salary classification requirements as found in WVDE Policy 5202. It is also the responsibility of each educator to make application for any licensure/salary classification to which he/she is entitled. Failure to apply for a certificate or additional endorsement within three months from the date of eligibility may result in additional requirements before the educator can be licensed. It is the educator's responsibility to ensure that he/she holds a license valid for his/her assignment.

Application forms may be obtained at the Summers County Board of Education office.