



west virginia



West Virginia DEPARTMENT OF
EDUCATION

Office of Certification

**Process for
Renewal/Conversion/Permanent
Professional Teaching, Student
Support, and Administrative
Certificates
(Form 4)**

Applicant User Guide

Last Updated July 29, 2019

The West Virginia Department of Education, Office of Certification have created this user guide, in conjunction with West Virginia Interactive for your reference.

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Introduction

The WVDE renewal of the professional certificate enables applicants needing to renew or convert their professional teaching, student support, or administrative certification to do so online without having to go through the manual process previously required to obtain approvals from the County Superintendent and the West Virginia Department of Education.

Applicants are able to submit their renewal to their respective county and/or institution of higher education using the new West Virginia Electronic Application Processing (WVEAP) System. Once reviewed and approved by the institution of higher education (if applicable) and/or their county board of education (if employed), the applicant is notified to pay all applicable fees. After payment has been processed, the initial application is then sent to the WVDE for final approval.

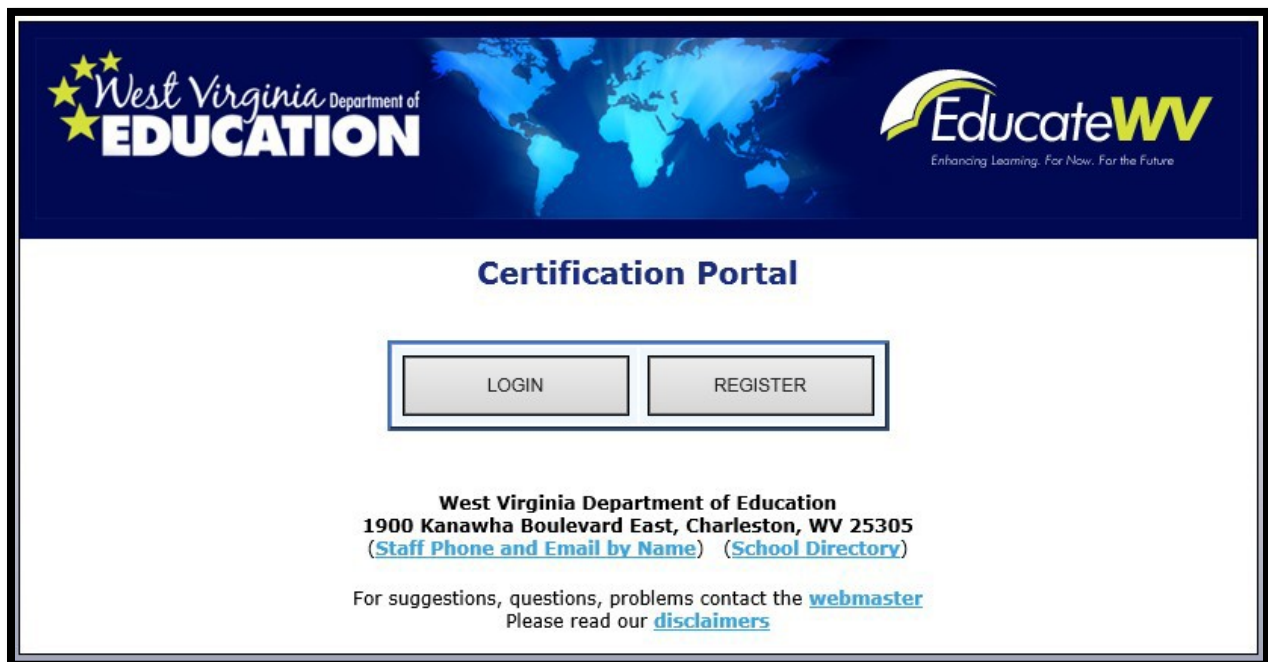
**Note – Please use the most up-to-date versions of popular browsers to access the system. The system has been tested in Internet Explorer, Chrome, Safari, and FireFox. In addition, the system has been optimized for operation on a mobile device. The menus and field on system screens are “responsive” and will arrange appropriately based on the size of your browser window or device screen.*

Certification Registration

Each applicant must first register with the Certification Portal to connect their certification records with their Single Signon Account (SSO)/Webtop Account. A Webtop account (SSO) is assigned to all full-time county school employees. If you are not a full-time employee, please follow the steps below to create one.

The registration process will assist you in creating your SSO account. A valid email address is required when creating a SSO account. Applicants who are currently employed in a WV School System should already have a SSO account/Webtop account through their district. Applicants will need the SSO username and password to register and log in.

From the Certification Portal home page (<https://wveis.k12.wv.us/certportal/>), click the “Register” button to start the certification portal registration process.



The registration process will ask you several questions to determine if you have a West Virginia Department of Education certification record. If you are not in the system, the process will assist you in creating your certification record. If the system locates certification records for you, it will display basic account information for verification.

The last step in the registration process is to either create a SSO user account or locate your current SSO Account.

Once you have completed the registration process you can log into the Certification Portal and submit your application.



Certification Portal Registration

Congratulations, Registration Completed!!!

You have successfully complete registering for a Certification Portal Account.

Reminder : If during your registration process you were required to create a webtop account, an email has been sent to your email address that requires you to click on the activation link in the email to complete the webtop verification process. This must be done before you can log into the certification portal.

Login

West Virginia Department of Education
1900 Kanawha Boulevard East, Charleston, WV 25305
([Staff Phone and Email by Name](#)) ([School Directory](#))

For suggestions, questions, problems contact the [webmaster](#)
Please read our [disclaimers](#)

WVDE Authentication Portal

Webtop Login

The application **Certification Portal** is asking you to log in with your Webtop/SSO username or email address.

User Name or Email:	<input type="text"/>
Password:	<input type="password"/>
	<input type="submit" value="Submit"/>
Forgot user name and/or password?	

Applicant Dashboard

The screenshot shows the 'Applications' section of the Applicant Dashboard. It features a table with three rows of application data. Each row includes the application type, date submitted, date resolved, status, and holds. The status column uses a progress bar with colored segments (green for '1' and orange for '2') to indicate the application's progress. The 'Holds' column contains a warning icon and a 'View' button. At the bottom of the dashboard, there are two buttons: 'View Recent Application History' and 'Create New Application'.

Application Type	Date Submitted ^	Date Resolved ^	Status	Holds
Form 20T Original Teacher	07/20/2016		1 Send Back	⚠ View
Form 20T Original Teacher	08/18/2016		1 2 Pending Institution	⚠ View
Form 20T Original Teacher	10/21/2016		1 2 Pending Institution	⚠ View

[View Recent Application History](#) [Create New Application](#)

The Applicant Dashboard consists of two sections, Applications and Credentials.

Applications

Pending Applications

Displays all pending initial teaching certificate applications submitted by the user. As you can see in *Figure 1*, no pending application(s) currently exist.

View Recent Application History

View previously submitted applications.

Credentials

Certificates

Displays the credentials the user currently has on file with the WVDE. All credentials that have the [Renew](#) button beside it may be renewed using the new online process.

Do **NOT** select CREATE NEW APPLICATION to begin the renewal of your certificate, but rather scroll down to the next screen to start the renewal application.

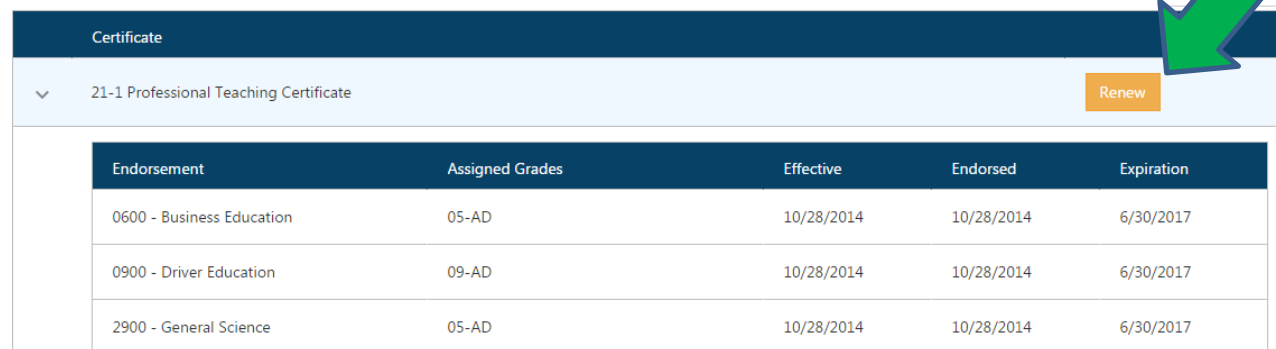
The screenshot shows the 'Credentials' section of the Applicant Dashboard. It features a table with four rows of certificate data. Each row includes the certificate type, date, status, and holds. The status column uses a progress bar with colored segments (green for '1' and orange for '2') to indicate the certificate's status. The 'Holds' column contains a warning icon and a 'View' button. At the bottom of the dashboard, there are two buttons: 'View Recent Application History' and 'Create New Application'. A large red 'X' is overlaid on the 'Create New Application' button, indicating that it should not be used for renewals.

Teacher Renewal - 5yrRenewal	01/13/2017	1 2 Pending County	⚠ View
Teacher Renewal - 5yrConversion	01/19/2017	1 2 Pending County	⚠ View
Teacher Renewal - 5yrConversion	01/24/2017	1 2 Pending Institution	⚠ View
Administrative Renewal - Renewal	01/26/2017	1 2 Pending County	⚠ View

[View Recent Application History](#) [Create New Application](#)

To begin the application process, you will see the credentials that are available to renew and you will select RENEW under the Credentials Screen.

Credentials



The screenshot shows a web interface for managing credentials. At the top, there is a dark blue header with the word "Certificate". Below it, a light blue bar displays "21-1 Professional Teaching Certificate" with a dropdown arrow on the left and an orange "Renew" button on the right. A green arrow points to the "Renew" button. Below this bar is a table with five columns: Endorsement, Assigned Grades, Effective, Endorsed, and Expiration. The table contains three rows of data.

Endorsement	Assigned Grades	Effective	Endorsed	Expiration
0600 - Business Education	05-AD	10/28/2014	10/28/2014	6/30/2017
0900 - Driver Education	09-AD	10/28/2014	10/28/2014	6/30/2017
2900 - General Science	05-AD	10/28/2014	10/28/2014	6/30/2017

The Next Screen will now ask if you want to renew your professional teaching certificate, student support certificate, or administrative certificate, convert the three-year certificate to a five-year certificate or convert your certificate to a permanent teaching, administrative or student support certificate.

Please Note: If you are renewing a five-year professional teaching certificate or student support certificate, you will only be asked if you want to renew the certificate that is selected or convert to a permanent certificate.

I want to...

- Renew my professional teaching certification that has been issued for three (3) years.
- Convert three (3) year professional teaching certificate to a five (5) year professional teaching certificate.
[View Requirements](#)
- Convert to a permanent teaching certificate.
[View Requirements](#)

After you have selected Renew my professional teaching certification, student support or administrative certification, the next step is to answer your U.S. Citizen question.

U.S. Citizenship

Are you a U.S. Citizen? Yes No

FOR CONVERSION OR PERMANENT TEACHING CERTIFICATES ONLY:

If you have selected that, you would like to convert you teaching certificate to a five-year certificate or permanent teaching certificate you will select the information about Beginning Educator Internship/Induction. *Please note: This is not for applicants with a Student Support Certificate or Administrative Certificates.*

Beginning Educator Internship/Teacher Induction

Do not include student teaching.

- I have completed a West Virginia Beginning Educator Internship/Teacher Induction as pursuant to WV code 10-A-3-3.
- I have completed an Out-Of-State Beginning Educator Internship/Teacher Induction as pursuant to WV code 10-A-3-3.
- Exempt from Beginning Educator Internship/Teacher Induction - I have a minimum of 5 years Out-Of-State teaching experience.
- Exempt from Beginning Educator Internship/Teacher Induction - I have National Board Certification that is reflected on a WV certificate.
- Exempt from Beginning Educator Internship/Teacher Induction - I have held a West Virginia initial teaching certificate effective prior to Jan 1, 1992.
- Exempt from Beginning Educator Internship/Teacher Induction - I have held an out-of-state initial teaching certificate effective prior to Jan 1, 1992 (documentation is required).
- None of the above options apply.

The next section will now ask you about your Education Experience to continue the process of the Conversion of the teaching or student support certificate.

Education Experience

Do you have two (2) years of educational experience with at least one (1) of those years full time in West Virginia? Yes No

If you are renewing a Five-Year Professional Teaching Certificate, Administrative Certificate or Student Support Certificate, you will see the following screen to add Educational Experience or delete Educational Experience. When adding the experience, if you are presently in a position, you will put the end date as the end of the current school year (i.e. June 30, 2017).

Verification of Applicant's Experience

Please provide verification of experience needed to convert a certificate or apply for a permanent certificate.

Start Date ^	End Date	State	Employing District	Employer	Specific Assignment	Grade Level	
08/31/2010	06/01/2014	Kentucky	Out of State	Fayette County Schools	Henry Clay High School	9-12	
08/31/2014	01/11/2017	West Virginia	Cabell		Business Education	9-12	

Add Education Experience

Start Date

End Date

State

Employing District

Specific Assignment

Grade Level Assignment

The next section is going to ask you to complete your Education History for your degrees or delete information that may be incorrect. Please list all colleges/universities where you have received your degree(s).

Education History
List the institutions from which a degree has been earned

Institution List

College/University ^	Degree Earned	Degree Name	Degree Date
No education history found.			

Add Institution

State
West Virginia

College/University
Select College/University

Degree Earned
Select Degree

Degree Name
[Text Input Field]

Degree Date
[Date Input Field]

Add Institution

Once you have entered all your institutions, please click Add Institution.

Please Note: This information will be retained for future applications that are submitted through our portal.

Degree Name: Please list, for example, BA in Elementary Education.

The next step will now ask you to start the application. Please click Start Application.

Start Application

Start Application

Three (3) Year Teaching Renewal

Do you wish to renew your Professional Teaching Certificate issued for Three (3) years?

Start Application

The Next Section will ask you edit your Personal Information before going to the Legal Disclosures if there is any missing information.

Applicant Information

Edit

First Name	Brad	*Primary Phone	3045587010
Last Name	Test	Secondary Phone	
Middle Initial		*Email	brad@test.takarsh.com
Previous Last Name		*Street Address	1 Herd Championship Way
Gender	M	Street Address 2	
US Citizen	Yes	*City	Huntington
Certification ID	T3B140400141	*State	WV
US Veteran	No	*Zip Code	25701
		*Country	United States

The next section will have you answer the Legal Disclosures

Applicants are required to report all background information even if the disclosure was mailed to the WVDE as part of a previous submission. Please select **“Yes”** or **“No”** to every question.

Question 1

Have you ever had adverse action taken against any application, certificate, or license in any state? Adverse action includes but is not limited to the following: letter of warning, reprimand, denial, suspension, revocation, voluntary surrender or cancellation.

Question 2

Have you ever been disciplined, reprimanded, suspended, or discharged from any employment because of allegations of misconduct?

Question 3

Have you ever resigned, entered into a settlement agreement, or otherwise left employment as a result of alleged misconduct?

Question 4

Is any action now pending against you for alleged misconduct in any school district, court, or before any educator licensing agency?

Question 5

Have you ever been arrested, charged with, convicted of, or are currently under indictment for a felony?

Question 6

In addition to your past disclosure, have you ever been arrested, charged with or convicted of a misdemeanor? (For the purpose of this application, minor traffic violations should not be reported) Charges or convictions for driving while intoxicated (DWI) or driving under the influence of alcohol or other drugs (DUI) must be reported. *

Selecting “Yes” requires you, the applicant, to complete a series of questions regarding the legal disclosure.

Question 1

No Yes

Have you ever had adverse action taken against any application, certificate, or license in any state? Adverse action includes but is not limited to the following: letter of warning, reprimand, denial, suspension, revocation, voluntary surrender or cancellation.

Add New Disclosure

Occurrence Date

Title

Narrative

Please check box if this legal disclosure was previously reported using a paper form and mailed to the WVDE.

Supporting Files

Select files...

Add Disclosure

The example legal disclosure above shows **Yes** for Question 1. The Occurrence Date, Title, Narrative, Previously Reported and Supporting Files are required for in order to add the disclosure.

You should click the checkbox if the disclosure was previously reported to the WVDE prior to the new online system becoming available. Previously reported legal disclosures do not require supporting files to be uploaded, however, you must provide a brief narrative. If the disclosure was not previously reported, you **must** upload all applicable documentation.

Clicking the **Select files...** button allows you to upload documentation which will be submitted to the WVDE along with the remainder of the application.

Once all your information has been entered and files uploaded, click the **Add Disclosure** button to add the legal disclosure.

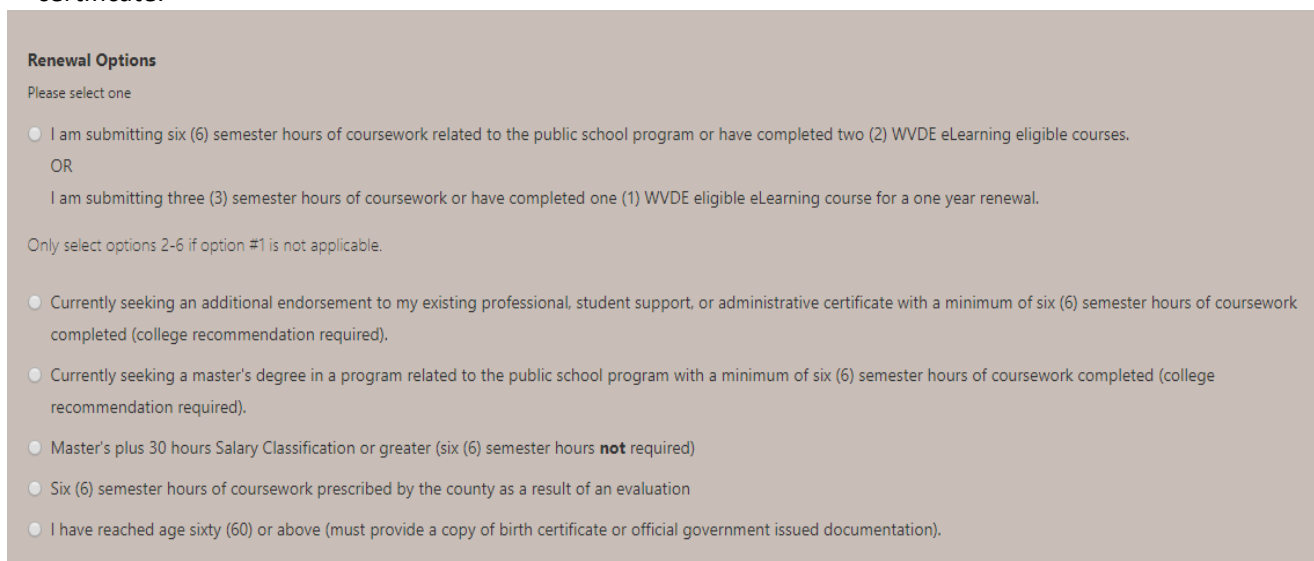
Once added, you will see the [View Disclosure Details](#) button allowing you to view and edit the legal disclosure prior to submitting for approval.



The screenshot shows a question interface with a blue header. On the left, it says "Question 1". On the right, there is a link "Why can't I change my answer?" and two buttons: "No" (grey) and "Yes" (green). Below the header is a white text box containing the question: "Have you ever had adverse action taken against any application, certificate, or license in any state? Adverse action includes but is not limited to the following: letter of warning, reprimand, denial, suspension, revocation, voluntary surrender or cancellation." At the bottom left of the question box is a blue button labeled "View Disclosure Details".

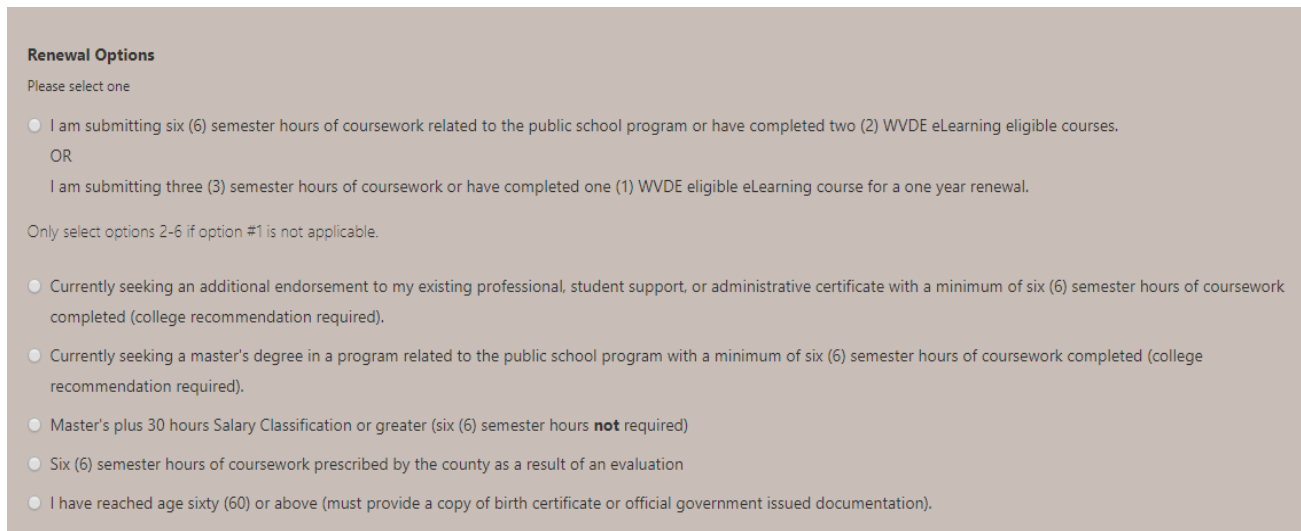
Please note, you may not edit or delete a legal disclosure once it has been submitted for approval.

Next, you will be asked to select the option that you will use to renew your teaching or student support certificate.



The screenshot shows a "Renewal Options" section with a grey background. It starts with the heading "Renewal Options" and the instruction "Please select one". There are two radio button options: "I am submitting six (6) semester hours of coursework related to the public school program or have completed two (2) WVDE eLearning eligible courses." and "I am submitting three (3) semester hours of coursework or have completed one (1) WVDE eligible eLearning course for a one year renewal." Below these is the instruction "Only select options 2-6 if option #1 is not applicable." followed by six radio button options: "Currently seeking an additional endorsement to my existing professional, student support, or administrative certificate with a minimum of six (6) semester hours of coursework completed (college recommendation required).", "Currently seeking a master's degree in a program related to the public school program with a minimum of six (6) semester hours of coursework completed (college recommendation required).", "Master's plus 30 hours Salary Classification or greater (six (6) semester hours **not** required)", "Six (6) semester hours of coursework prescribed by the county as a result of an evaluation", and "I have reached age sixty (60) or above (must provide a copy of birth certificate or official government issued documentation)."

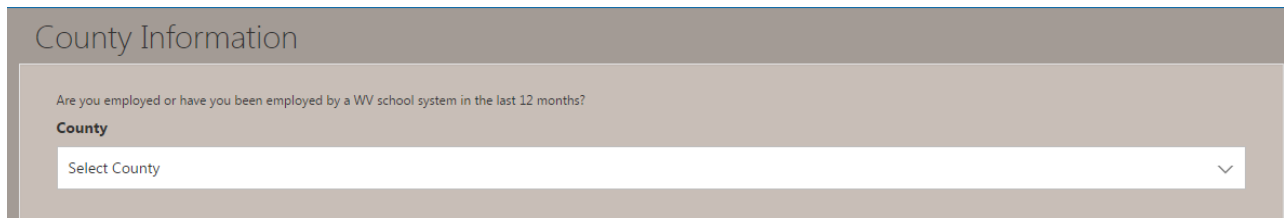
For renewal of the administration certification, you will only be given three options to renew the certificate.



The screenshot shows a "Renewal Options" section with a grey background. It starts with the heading "Renewal Options" and the instruction "Please select one". There are two radio button options: "I am submitting six (6) semester hours of coursework related to the public school program or have completed two (2) WVDE eLearning eligible courses." and "I am submitting three (3) semester hours of coursework or have completed one (1) WVDE eligible eLearning course for a one year renewal." Below these is the instruction "Only select options 2-6 if option #1 is not applicable." followed by six radio button options: "Currently seeking an additional endorsement to my existing professional, student support, or administrative certificate with a minimum of six (6) semester hours of coursework completed (college recommendation required).", "Currently seeking a master's degree in a program related to the public school program with a minimum of six (6) semester hours of coursework completed (college recommendation required).", "Master's plus 30 hours Salary Classification or greater (six (6) semester hours **not** required)", "Six (6) semester hours of coursework prescribed by the county as a result of an evaluation", and "I have reached age sixty (60) or above (must provide a copy of birth certificate or official government issued documentation)."


Selecting County

Please select from the dropdown list the county where you are currently employed. If you are not currently employed, please select the first option in the selection list.



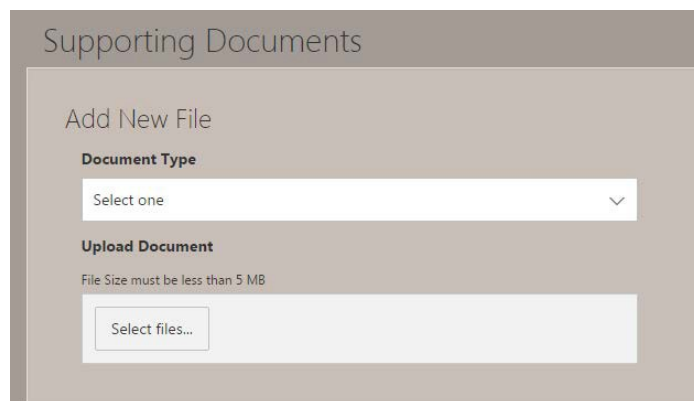
The screenshot shows a form titled "County Information". At the top, it asks, "Are you employed or have you been employed by a WV school system in the last 12 months?". Below this is a section labeled "County" with a dropdown menu that currently displays "Select County" and a downward arrow.

The next step will ask you to select the institution that will be recommending you for the renewal if you selected options 1 or 3 above.



The screenshot shows a form titled "Institution Information". It includes a section for "College/University" with a dropdown menu showing "Fairmont State U" and a downward arrow. Below this is a note: "If your Institution is not listed please contact WVDE (304-558-7010 or toll free 1-800-982-2378)". The next section is "Transcript Delivery Method" with a dropdown menu showing "Select one" and a downward arrow.

The next step will ask you to upload any supporting documents (Form 7, PRAXIS Score Report, or Driving Record). Please note: The driving record is only required if you are renewing a Driver's Education endorsement. ****If you are submitting a Form 4B, it can be uploaded under this section also by choosing one of the options as the selections are just a placeholder.**



The screenshot shows a form titled "Supporting Documents". It has a section "Add New File" with a "Document Type" dropdown menu showing "Select one" and a downward arrow. Below that is an "Upload Document" section with the instruction "File Size must be less than 5 MB" and a "Select files..." button.

Reviewing Application

Once all of the required information has been entered, click the **Review** button to review your application and make any needed changes prior to submitting for approval.

Review

Review Application

Please take some time to review your application before submitting.

Review

If all the information is correct, click the **Submit** to submit to your county superintendent for approval. Please note: If you are not employed by a county school system, RESA, Diocese, OIEP, or WVSDB, the application will be submitted directly to WVDE and a request for payment will be issued through e-mail.

Submit Application

Submit Application

I swear or affirm under the penalty of false swearing that all information provided in or with this application is true, correct, and complete to the best of my knowledge. I understand that any false statements, misrepresentations, or omissions of fact in or with this application are grounds for denial, suspension, or revocation of the license(s) that I am seeking or currently hold.


Submit

Approval Process

Once you have submitted your renewal application to the county superintendent for approval, you will notice that your status has changed from “Not Submitted” to “Pending Institution” and you also have the addition of a “Holds” button. *Please Note: The picture below describes just an example of a type of form that may be listed and may not be the one you are renewing.*

Application Type	Date Submitted ^	Date Resolved ^	Status	Holds
Form 39 Temporary Authorization	04/19/2016		1 Pending County	Holds View

[View Recent Application History](#)


Clicking the  button allows you to view any holds placed on the application. You will notice in the figure below that a hold has been placed on the application letting you know it is pending county superintendent approval.

Reason	Remarks	Hold Date ^	Resolved ^
Signature - Signature of County or Program Director required		04/19/2016	

Showing 1 to 1 of 1 entries

Previous Next

Close

The “Hold Date” column states when the hold was placed on the application and the “Resolved” column lets you know when the hold was removed. Clicking the  allows you to view the submitted application, but you will be unable to make any changes while the application is under review.

Now that you have submitted your renewal application for approval, the application can either be approved, denied or sent back by the approving county.

Approved

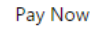
If your application has been approved, you will receive an email informing you of such and you that you must now login to your dashboard to pay for any fees associated with the application. The figure below shows an example of an application that has been approved by the county and is pending payment.

Teacher Renewal - 3yrRenewal
01/11/2017

1
2
3
4

Pending Payment
✓
Pay Now

Pay Now

Clicking the  button adds the application to the cart and directs you to the Application Cart page.

Payment Process

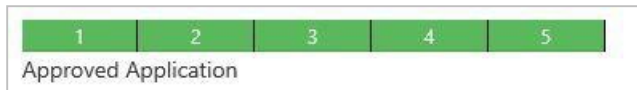
The Application Cart Page includes the application type, date submitted and fee amount for the application you are making a payment for. As additional credentials become available to apply or renew online, you will have the ability to pay for multiple applications simultaneously.

Application Type ^	Date Submitted	Fee Amount	
Form 39 Temporary Authorization	04/19/2016	\$35.00	Remove
			Total: \$35.00
Add Additional Application Checkout			

Click the **Checkout** button to continue the payment process.

Once payment has been made, you will notice in the figure below that once again the status for the application has changed. Your Application has now been sent to the WVDE for approval.

If approved, you will once again receive an email stating that your application has been approved by the WVDE and the renewal process is complete. The next time you access your dashboard, you will now see a status of "Approved Application".



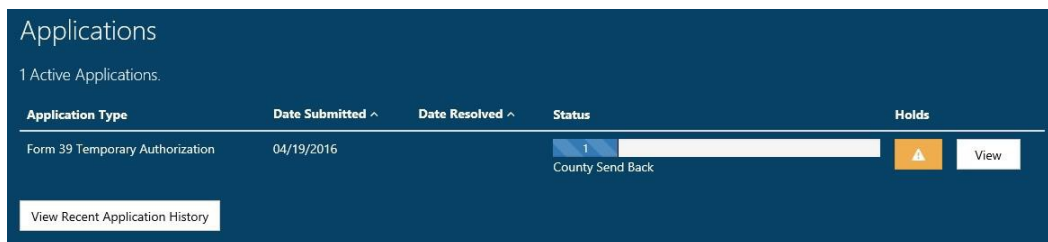
Denied

All denied applications will show a status of denied and by whom. The example below shows an application that was denied by the county.



Sent Back

There will be times where the approving entity cannot approve your application due to the fact additional information is required. The applicant to allow you to make the necessary changes requested can now edit all applications that have been sent back. The picture below shows an application that has been sent back by the county because more information is needed regarding a legal disclosure.




Click the **View** button to determine what changes are required.

As you can see below Question 1 of the legal disclosures section requires more information. You may now either edit the application by clicking the [Edit](#) button and/or provide an additional narrative and upload files by clicking the [Provide Additional Information](#) button.

Question 1 Why can't I change my answer? [No](#) [Yes](#)

Have you ever had adverse action taken against any application, certificate, or license in any state? Adverse action includes but is not limited to the following: letter of warning, reprimand, denial, suspension, revocation, voluntary surrender or cancellation.

Date ^	Title	Previously Disclosed ⓘ	Status
Jan 2016	Short description of adverse action goes here	No	 Additional Information Requested Provide Additional Information Edit Delete

[Add New Disclosure](#)

Congratulations, you now have a basic understanding of how to complete renewal certificate application online. If you require further assistance, please contact the WVDE, Office of Certification at 304-558-7010.