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.
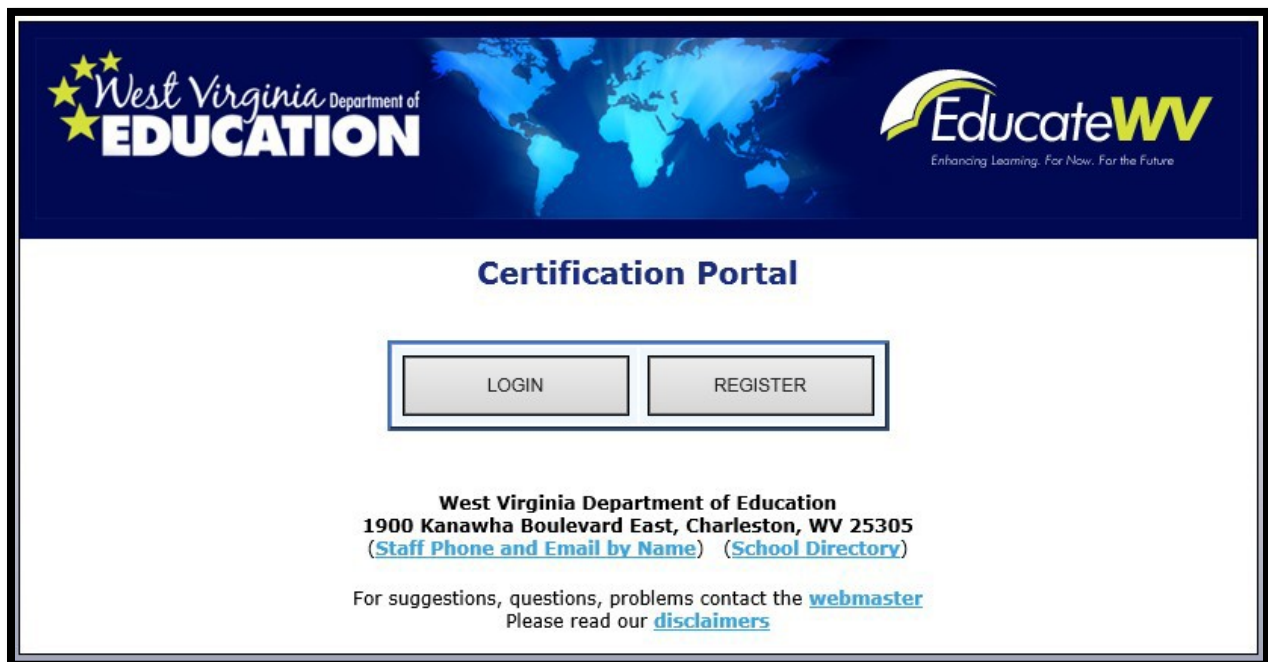
The registration process will ask you several questions to determine if you have a West Virginia Department of Education certification record. If you are not in the system, the process will assist you in creating your certification record. If the system locates certification records for you, it will 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: [   ]
Password: [   ]

[Submit]

Forgot user name and/or password?

Applicant Dashboard

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.

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

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.

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.

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

[Choose One... ⌄]

Specific Assignment

[_____]

Grade Level Assignment

[_____]

[Add]

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).

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.

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

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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.

Selecting **"Yes"** requires you, the applicant, to complete a series of questions regarding the legal 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.
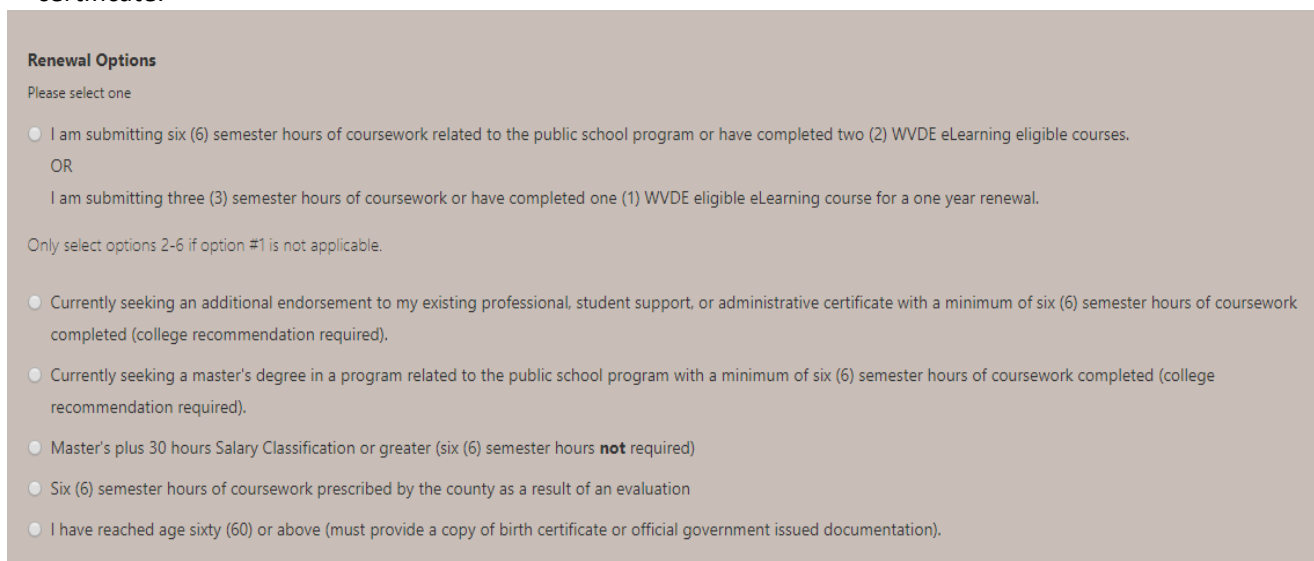
Once added, you will see the **View Disclosure Details** button allowing you to view and edit the legal disclosure prior to submitting for approval.
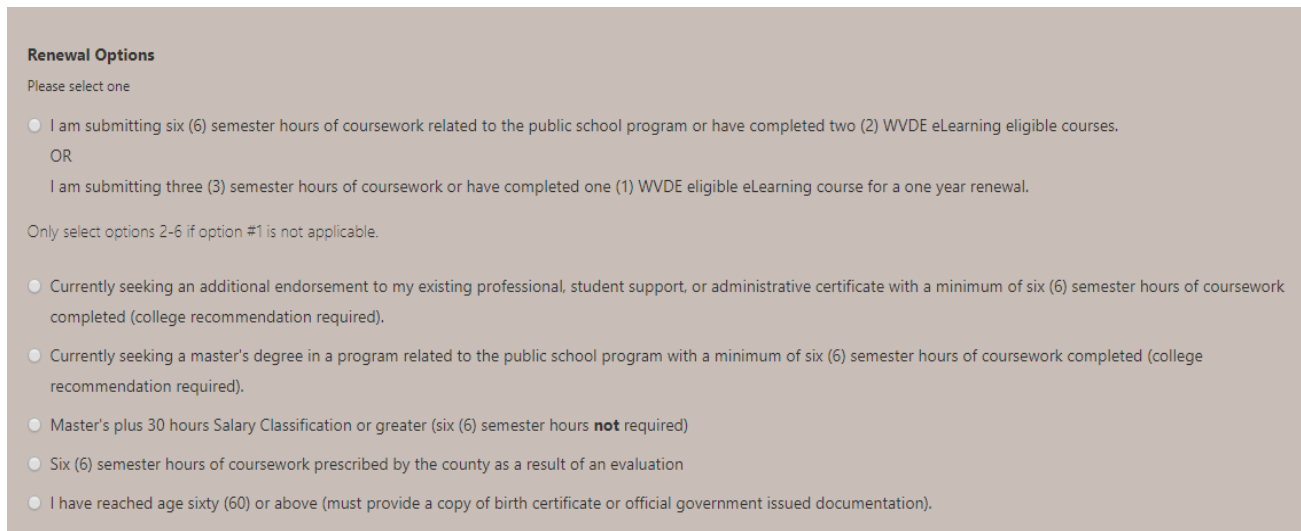
Please note, you may not edit or delete a legal disclosure once it has been submitted for approval.

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

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

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.
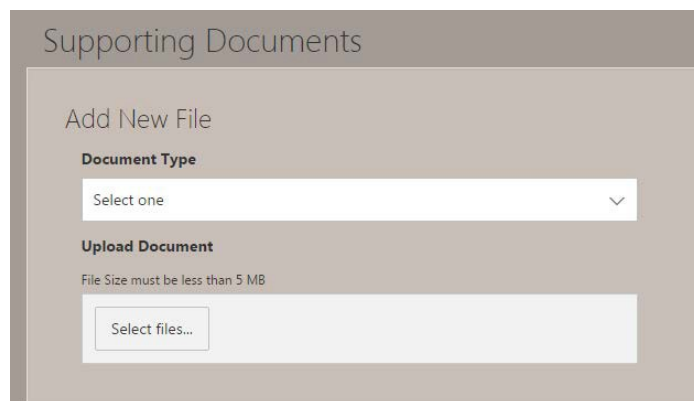

The next step will ask you to select the institution that will be recommending you for the renewal if you selected options 1 or 3 above.

The 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 uploaded under this section also by choosing one of the options as the selections are just a placeholder.**

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.

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.

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.*

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.

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 View 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.
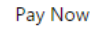
Approved

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.

Pay Now

Clicking the Pay Now 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.

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".
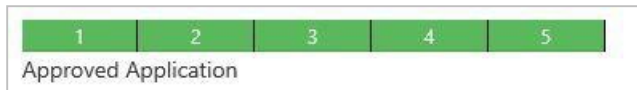

Denied

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.
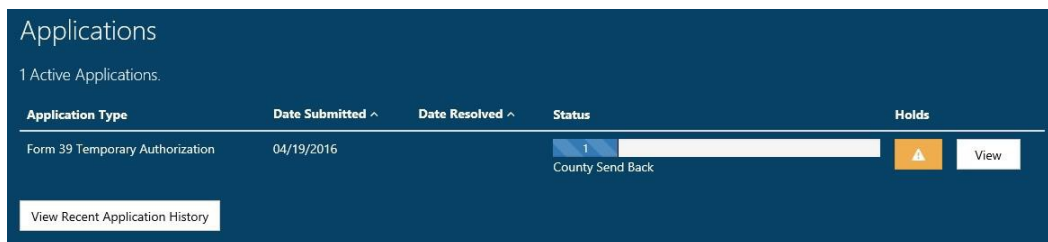
Click the [View] button to determine what changes are required.

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.

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.