



West Virginia DEPARTMENT OF EDUCATION

Certification Services

August 5, 2021

Updates

New office location:

WVDE
1900 Kanawha Blvd. E.
Building 6, **Suite 550**
Charleston, WV 25305

- Chat feature available on our website.
- Teacher in Residence (TIR) now Clinical Teacher of Record (CTR)

Staff

Coordinators:

Emily Curry (Legal) emily.curry@k12.wv.us

Brad Fittro (Initial/renewal teaching, support, permits) bfittro@k12.wv.us

Tabetha Gillespie (Coaching and other Authorizations, Alt. Cert, Parapro) tabetha.gillespie@k12.wv.us

Christina Haymaker (Substitutes, ECCAT, Waivers, Aides) chaymaker@k12.wv.us

Julie Morris (Salary/Reimbursement/NBCT) jimmorri@k12.wv.us

Lori Wilson (Administrative, CTE, Student Teaching Permit/CTR) llbuchan@k12.wv.us

Support:

Mona Bowe (Backgrounds) mbowe@k12.wv.us

Sherri Hudnall shudnall@k12.wv.us

Technology (Online Applications/Uploads):

Jeff Takarsh jtakarsh@k12.wv.us

****All communication previously sent to Jamea Brinckman should be directed to Tabetha Gillespie**

Applications

Online applications

<https://wveis.k12.wv.us/certportal/>

Paper:

All else

Form 02A	Restricted Short-Term Substitute Permit
Form 02AB	Renewal of a Restricted Short-Term Substitute Permit
Form 02S	Short-Term Substitute Permit
Form 02SB	Renewal of a Short-Term Substitute Permit
Form 02L	Long-Term Substitute Permit
Form 02LB	Renewal of Long-Term Substitute Permit
Form 03	Teacher-in-Residence Permit
Form 04	Renewal of the professional teaching and renewal of student support certificates.
Form 06	Adding an Endorsement on the Professional Teaching Certificate.
Form 06A	Adding an Autism Endorsement on the Professional Teaching Certificate.
Form 06C	Adding an Endorsement on the Professional Teaching Certificate with Passing Praxis Scores (Based on Content Proficiency).
Form 06B	Adding an Endorsement on the Professional Teaching, Student Support or Administrative Certificate that is not reflected on a valid West Virginia certificate but is reflected on a valid, renewable out-of-state certificate.
Form 20T	Initial Teacher Certification
Form 20A	Initial Teacher Certification for Out-Of-State Applicants
Form 20S	Initial Student Support Certification
Form 20SA	Initial Student Support Certification for Out-Of-State Applicants
Form 19	Initial Professional Administrative Certification
Form 19A	Initial Professional Administrative Certification (Out-Of-State)
Form 39	Coach, Athletic Trainer, Limited Football Trainer Authorizations

Payment

- All online applications must be paid through the online application system (EApp) as it is embedded within the process.
- Paper applications and any miscellaneous fees must be paid via the CertPayment site <https://wveis.k12.wv.us/certpayment/>.

Application Submission

- Applications are not pending until they are officially received by the Certification Services.
 - If pending in the online system for county/IHE approval, or applicant payment it has NOT yet been officially received by the WVDE.
- WVEIS portal uploads
<https://wveis.k12.wv.us/certupload/>
- All applicants employed by a county must have forms and supplemental materials submitted through the WVEIS portal with the help of the county certification officer.
 - Our office cannot accept forms mailed or emailed directly from county- employed applicants. This ensures that counties are aware of all items sent by their employees to Certification Services.
- Please do not submit applications just to have them pending as the applicants will lose their money if the requirements are not met within the timeframe.

****Applications pending in the online system where an approval/payment is still required will be deleted after 45 days and applicant will need to start over.**

Transcript Procedure

- **Official Transcripts**
- Transcripts for most applications must be official and may be submitted:
 - From the IHE by e-script to: cert.transcripts.wvde@k12.wv.us
 - From the county certification officer, uploaded and verified as original
 - From the IHE, county, or applicant through the U.S. Mail, as long as the transcript can be verified as official by our office personnel
 - Transcripts emailed directly from an applicant cannot be accepted as official.

Background Checks

- All initial applicants must complete the required background check.
- Background check must not be initiated until applicant has submitted an application and it has been received by our office.
- Once received, applicant will receive email with appropriate code to schedule the background check.
- As per WVBE Policy 5202, the applicant's background check shall be completed and appropriate application and fees for licensure must be received by the WVDE within 10 calendar days of the hire date.

Legal Disclosures

- Please be sure that legal disclosure questions are fully completed by the applicant before form submission.
- Affirmative answers to any legal question require a narrative and documentation from the applicant.

Send-Back/Rejections

Please do not use SEND BACK. If the application was submitted with the following incorrect information, these are reasons to use REJECT/DENY:

- Applicant submitted wrong application.
- Application not needed.
- Duplicate Application.
- Applicant does not qualify.
- Not employed in position (we see that one on the form 39 many times.)
- Applicant did not enter their experience correctly. Counties may add/change/delete this experience at any time, but applicants may not.

Please check your pending applications and if any of these reasons apply to pending applications in your county, please recall them and REJECT/DENY the applications.

- When rejecting an application via the online system, please be sure to include a clear description for the rejection so the applicant will know how to proceed next.

Certification Notebook on OneNote

- The Certification Notebook on OneNote is still available online as a quick guide regarding application types, requirements, and Policy 5202 excerpts.
 - If you do not have access to this notebook, please send a request to bfittro@k12.wv.us so that it may be shared with you.

Form 1R

Restricted First Class/ Full Time Permit:

- The applicant must meet all requirements for the permit except for the minimum GPA of 2.50.
- This permit allows applicants one year to raise the GPA to the required level.
- See Policy 5202, Section 11.1.g.

Form 1T

Restricted Pre-Professional Certificate (Permit):

- The applicant must meet all requirements for the permit except for the Praxis II.
- This permit allows applicants one year to obtain passing scores on required Praxis.
- See Policy 5202, Section 11.1.c.

Form 1/1A and Out-Of-State Programs

- Please caution individuals that are completing programs out-of-state to be sure their program meets the requirements for licensure. We have recently been made aware of programs at Grand Canyon that are being promoted as leading to licensure, but they do not qualify for a West Virginia Teaching Certificate. They may qualify for an out-of-state licensure which may then transfer through reciprocity.
- Please contact [Brad Fittro](#) for information about applicants who may be affected by this institution or other institutions out-of-state that may or may not lead to licensure.

Form 8

- **Additional endorsements on Professional Licenses (now electronic applications)**
 - Form 8 - adding endorsements through coursework
 - Form 8A- adding the Autism Endorsement with coursework
 - Form 8C- adding endorsements with praxis tests
 - Form 8F- converting Temporary Professional Licenses to Full Professional Licenses
 - Form 8R- adding endorsements with a valid and transferrable out-of-state Professional License

Forms 65, 4NT, 4NS, 4NA

- **Non-U.S. citizens** may hold Professional Licenses with the change in West Virginia Code as of February 2020.
- The form 65 may be used to convert from a non-U.S. citizen permit to a Professional License
- These forms beginning with “4” are for renewals of Non-U.S. citizen Professional Teaching Certificates, Student Support, and/ or Administrative Licenses

Form 11

- **Contractor/Volunteer or Other School Personnel Permit**

- **This one-year permit** *“may be granted to an individual who will be providing any services to students or any individual who may have unaccompanied contact with students or unaccompanied access to school grounds when students are present.”*
- This permit is **optional** for counties.
- This permit **requires a yearly background check** for issuance.
- See Policy 5202, Section 11.7.j.

Form 24

Student Teaching and Clinical Experience Permits for superintendent signature:

- ***NEW*** Form 24R- For Yearlong Residency Permits only
- Form 24- Initial Student Teaching/ Clinical Experience Permits
- Form 24A- Conversion, change, or renewal of Clinical Experience Permits
- Form 24B- Out-of-state Student Teaching/ Clinical Experience Permits
- See Policy 5100, Section 8.
- All forms are recently updated with more clearly defined options showing testing completion and exemptions.

Form V8

Authorization for CTE Administrator:

- This permanent authorization requires:
 - *the following criteria on or before June 30, 2021: Currently have the principal endorsement on professional license; A minimum of **three years** (of the last five years) **CTE administrator** level experience; and receive recommendation from the employing county superintendent.*
- For a temporary authorization leading to permanent, applicants must:
 - *Provide evidence of the following after July 1, 2019- currently have the principal endorsement on professional license; **commit to completing the state-approved CTE Administrator coursework to include two specialized CTE Administrator courses** for a total of six credit hours and a CTE Administrator Specialized Seminar training; a minimum of three years teaching or school level administrator experience; and receive recommendation from the employing county superintendent.*
- See Policy 5202, Section 11.9.z.

Form 4 On-Line System Error

- Individuals who apply for a Permanent Teacher or Student Support Certificate, who currently have a Five-Year Certificate (22-1 or 22-2), master's degree, five years of experience, and completion of the Beginning Educator Internship (or exemption) currently must select an option to request permanent status outside of the normal expiration date. Please have them select the "six hours of coursework" option if they do not have an MA+30 or age of 60, even though they may not have current coursework as it would not be required.
- Administrators who have two years of experience as an administrator have the same issue and will select the "six hours of coursework" option or MA+30 or age of 60 if they qualify.
- We are working with the developer to have this issue corrected.

Reimbursements

- Deadline for receipt of Form 33 and Form 43 (salary supplement and fee reimbursement for student support) is **September 15, 2021**.



West Virginia DEPARTMENT OF
EDUCATION

Thank you for your time.
We welcome your questions and feedback.

August 5, 2021