

Application User Guide



Form 2S: Short-Term Substitute Permit

Office of Certification
REVISED: May 6, 2026

Overview

The Office of Certification created this user guide to provide detailed instructions for candidates to apply for an **Initial Short-Term Substitute Permit** after an offer of employment in a West Virginia county public school system through the WVEAP online system.

Certification Registration

To apply, you must have already completed the Certification Portal registration process. For instructions on how to register, please see the Certification Registration User Guide.

Applicant Dashboard

The **Applicant Dashboard** consists of two sections: **Applications** (pending and history) and **Credentials** (current WVDE files).

The screenshot shows the "Applications" section of the dashboard. It displays "3 Active Applications" in a table with columns for Application Type, Date Submitted, Date Resolved, Status, and Holds. Each application row includes a progress bar and a "View" button. At the bottom, there are buttons for "View Recent Application History" and "Create New Application".

Application Type	Date Submitted ^	Date Resolved ^	Status	Holds
Form 201 Original Teacher	07/20/2016		Send Back	View
Form 201 Original Teacher	08/18/2016		Pending Institution	View
Form 201 Original Teacher	10/21/2016		Pending Institution	View

View Recent Application History Create New Application

Creating an Application

1. On the Dashboard, select **Create New Application**.
2. Under Choose Action, select Apply for Licensure.
3. Under License Type, select Substitute.
4. Under Choose Credential Type, select Short-Term Substitute Permit (Form 2S).
5. Select your United States Citizenship Status.
 - Note: If you are not a U.S. Citizen, you must provide work authorization documentation in the "Supporting Documents" section.
6. Click Start Application.

Start Application

Use this form when applying for certification upon completion of a teacher preparation program from a regionally accredited institution of higher education in West Virginia.
[Download Applicant Consent/Release of Background Results](#)

[Start Application](#)

Application Sections

Applicant Information

Once you have started your application you can click edit to edit any personal information that is incorrect or request a name change.

Applicant Information

[Edit](#)

First Name	Alyssa	*Primary Phone	304-558-7010
Last Name	Test	Secondary Phone	
Middle Initial		*Email	alyssa@test.takarsh.com
Previous Last Name		*Street Address	1900 Kanawha Blvd. E
Gender	F	Street Address 2	
US Citizen	Yes	*City	Charleston
Certification ID	T1A148800389	*State	West Virginia
US Veteran	No	*Zip Code	25305
		*Country	United States

Request Name Change

Legal Disclosures and Background Information

Candidates must answer **Yes** or **No** to all legal disclosure questions.

Legal Disclosures

You must click "Yes" or "No" to every question prior to submitting your application. If you answer "Yes", please complete the required fields and upload supporting documentation if applicable.

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, left employment as a result of alleged misconduct, or otherwise left employment while allegations of misconduct were pending?

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

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.

- **Reporting Requirements:** You must report all background information even if it was previously mailed to the WVDE.

- **Submitting a "Yes" Answer:** You must provide the Occurrence Date, Title, a brief Narrative, and upload Supporting Files.

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:

Add Disclosure

- Clicking the **Select files** button allows the candidate to upload documentation which will be submitted to the WVDE along with the rest of the application.
- Once all the information has been entered and files are uploaded, click the add disclosures button to add the legal disclosure.
- Once added, the candidate will see the view disclosures details button allowing the candidate to view and edit the legal disclosure prior to submitting for approval.

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.

[View Disclosures Details](#)

Date	Title	Previously Disclosed	Status
Jan 2016	Short description of adverse action goes here	No	No Yes No

[Add New Disclosure](#)

- **Editing:** You may view and edit disclosures prior to submission, but they cannot be changed once submitted for approval.

County Information

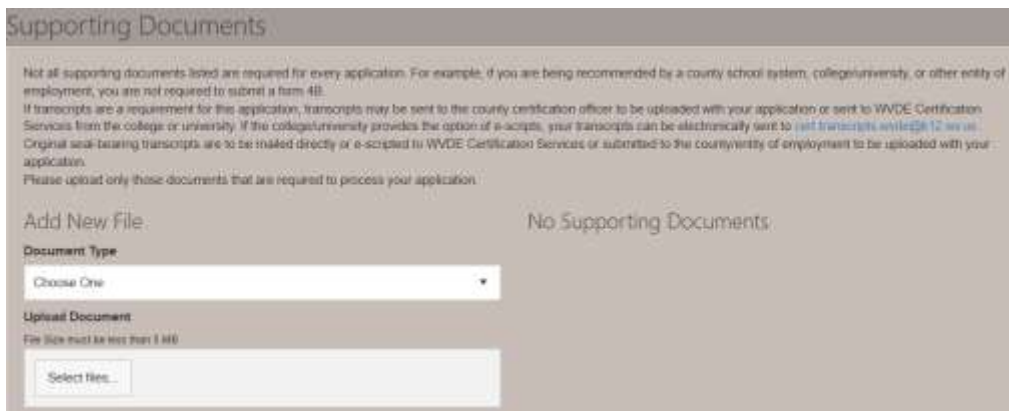
Choose the Employing County Public School District, Multi-County Career and Technical Education Center, WV Schools of Diversion and Transition, WV Schools for Deaf/Blind, or the Diocese of Wheeling/Charleston.



The screenshot shows a form titled "County Information". Below the title, there is a paragraph of instructions: "Please select the WV public school system, Multi-County Career and Technical Education Center, Office of Diversion and Transition Programs (ODTP), WV School for Deaf/Blind, Diocese of Wheeling/Charleston, or WVDE in which you are currently employed or have been employed within the past month(s)." Below this is a label "County" and a dropdown menu with the text "Select County" and a downward arrow.

Supporting Documents

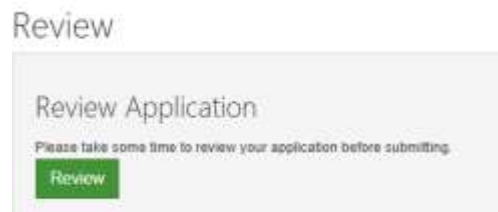
Add any required files (e.g., Name Change, Substitute Training Certificate). **Do not upload official academic transcripts.** Official transcripts must be sent by the college or university.



The screenshot shows a form titled "Supporting Documents". It contains several paragraphs of text explaining document requirements. Below the text, there are two main sections: "Add New File" and "No Supporting Documents". Under "Add New File", there is a "Document Type" dropdown menu with "Choose One" selected. Below that is an "Upload Document" section with a note "File Size must be less than 8 MB" and a "Select files..." button.

Review and Submit

1. Click **Review** to verify all data in your application.



The screenshot shows a form titled "Review". Below the title is a section titled "Review Application" with the text "Please take some time to review your application before submitting." and a green "Review" button.

2. Once you have reviewed your application and resolved any errors, click **Submit**.

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.

WVDE Certification Services cannot process an incomplete application. Your application is considered complete when ALL required documentation is received. The Office of Certification cannot be responsible for delays that result from incomplete submissions or paperwork that is not received. I understand that all funds associated with an application are non-refundable whether or not an application is approved or denied and a certificate is issued.

Payment

Payments for electronic applications can be made online through the certification portal. Once your electronic application is approved in the system, you will receive an email notification for payment. For detailed instructions on how to make a payment, please see the EAPP Payment User Guide.

*Please note: You can only make a payment once the application status is **Pending Payment**.*

Processing

Your application will be routed to the Office of Certification for processing, and the status will state **Pending Application**. Once the application has been received by our office, the status will change to **WVDE Pending**. If anything is needed, you will be notified via the email address that was entered on your application.