

Application User Guide



Form 4A: Renewal or Conversion of a Professional Administrative Certificate

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 a **Professional Certificate Renewal** 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).

A screenshot of the 'Applications' section in the Applicant Dashboard. It shows a table with 3 active applications. The table has columns for Application Type, Date Submitted, Date Resolved, Status, and Holds. The first application is 'Form 201 Original Teacher' submitted on 07/20/2016, with a status of 'Send Back'. The second and third applications are also 'Form 201 Original Teacher', submitted on 08/18/2016 and 10/21/2016 respectively, both with a status of 'Pending Institution'. Each application row has a 'View' button and a 'Holds' icon. At the bottom, there are buttons for 'View Recent Application History' and 'Create New Application'.

Application Renewal Steps

1. On the Dashboard, in the Credentials Section, select, renew beside the certificate you want to renew.
2. Under I want to, Select the radio button beside which renewal option you want.

I want to...

- Renew my professional administrative certification that has been issued for five (5) years.
- Renew my professional administrative certification that has been issued for one (1) year.
- Convert to a permanent professional administrative certificate.
[View Requirements](#)

3. Administrative Renewal Requirements:
 - a. A candidate that holds a five-year administrative certificate (Certificate 09 or 01), a master's degree, and 3.0 hours of coursework since the issuance of the expiring certificate that is not over 5 years old would be eligible to renew for a one-year certificate.
 - b. A candidate that holds a five-year administrative certificate (Certificate 09 or 01), a master's degree, and 6.0 hours of coursework since the issuance of the expiring certificate that is not over 5 years old or a master's +30, or Age of 60, would be eligible to renew the certificate for five years.
 - c. A candidate who has two years of full-time experience as an administrator combined with three other years of educational experience (with at least one year full-time in West Virginia as an Administrator, Supervisor of Instruction, or Superintendent) would be eligible for a permanent administrative certificate without any additional coursework.
4. 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.
5. Click Start Application.

Start Application

Use this form when applying for certification upon completion of an 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	T1A148800369	*State	West Virginia
US Veteran	No	*Zip Code	25306
		*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

- Clicking the select files button allows the candidate to upload documentation which will be submitted to the WVDE along with the remainder 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.

Date	Title	Previously Disclosed	Status
Jan 2016	Short description of adverse action goes here	No	No <input type="button" value="Edit"/> <input type="button" value="Delete"/>

- **Editing:** You may view and edit disclosures prior to submission, but they cannot be changed once submitted for approval.
 - Note: Once you have started your application you can click edit to edit any personal information that is incorrect or request a name change.

Work Experience Verification

1. Enter full-time experience if the option to convert to a permanent was selected.
2. If you are still employed in your current position, enter the end date of the current school year.
3. After all information was entered click add.

Work Experience Verification

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

Type	Start	End	State	District	Employee	Assignment Postcode	Grade	Last Action	Verified
No Work Experience Found									

[Add Work Experience](#)

Add Work Experience

Experience Type

Education Experience

Start Date

End Date

Specific Assignment

Grade Level Assignment

State

Employing District

Renewal Options

1. Select the renewal option that is available to renew or convert the certificate that has been completed.
2. Select the West Virginia school system where you have been employed within the last twelve months.
 - a. If you have not been employed in a West Virginia school system where you have been employed within the last twelve months, select No County.

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.

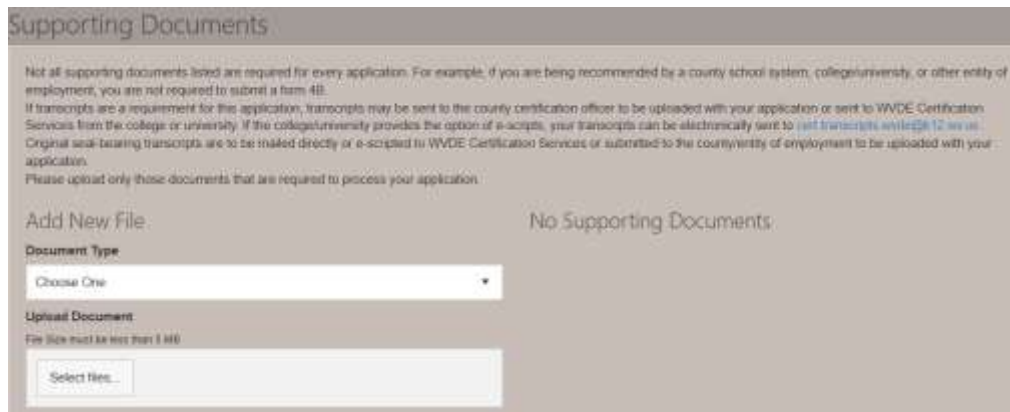


The screenshot shows a form titled "County Information". Below the title, there is a paragraph of instructions: "Please select the WV public school system, Multi-County Career and Technical Education Center, Office of Diversion and Transition Programs (ODTP), WV School for Deaf/Blind, Diocese of Wheeling/Charleston, 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.

Please note: Applicants who are not employed by a county school system may select No County/Not Employed. If the application requires employment, this option will not be available.

Supporting Documents

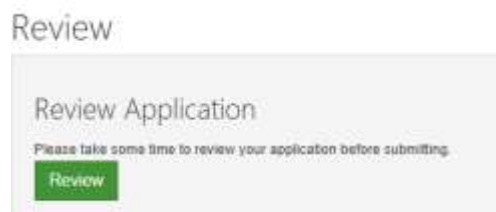
Add any required files (e.g., Name Change). **Do not upload official academic transcripts.** Official transcripts must be sent by the college or university or the county certification official.



The screenshot shows a form titled "Supporting Documents". It contains a paragraph of instructions: "Not all supporting documents listed are required for every application. For example, if you are being recommended by a county school system, college/university, or other entity of employment, you are not required to submit a form 4B. If transcripts are a requirement for this application, transcripts may be sent to the county certification officer to be uploaded with your application or sent to WVDE Certification Services from the college or university. If the college/university provides the option of e-scripts, your transcripts can be electronically sent to alltranscripts@wvde.org. Original seal-bearing transcripts are to be mailed directly or e-scanned to WVDE Certification Services or submitted to the county/entity of employment to be uploaded with your application. Please upload only those documents that are required to process your application." Below this is a section "Add New File" with a "Document Type" dropdown menu (showing "Choose One") and an "Upload Document" section with a "File Size must be less than 1 MB" and a "Select files..." button. To the right of the "Add New File" section is a "No Supporting Documents" link.

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 "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.

Submit

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.