

Application User Guide



Form 4S: Renewal or Conversion of a Professional Student Support 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 Student Support 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).

The screenshot shows the 'Applications' section of the dashboard. It displays a table with 3 Active Applications. The table has 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, in the Credentials Section, select, renew or convert beside the certificate.
2. Under I want to, Select the radio button beside which renewal option you want.

I want to...

- Renew my professional student support certification that has been issued for three (3) years.
- Renew my professional student support certification that has been issued for one (1) year.
- Convert three (3) year professional student support certificate to a five (5) year professional teaching certificate.
[View Requirements](#)
- Convert to a permanent student support certificate.
[View Requirements](#)

3. Student Support Renewal Requirements:

- A candidate that holds a three-year certificate (Certificate 31-1 or 31-2 or 32-1 or 32-2), a bachelor's or 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.
- A candidate that holds a three-year certificate (Certificate 31), a bachelor's or 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 three-year certificate.
- A candidate that holds a three-year certificate (Certificate 31), a bachelor's or master's degree, two years of full-time experience as a School Counselor, Speech-Language Pathologist, School Psychologist, School Nurse, or Attendance Director (with one year minimum in West Virginia public schools or accredited non-public school as listed in Policy 2330, 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 for a Five-Year Student Support Certificate.
- A candidate that holds a five-year certificate (Certificate 32-1 or 32-2), a bachelor's or 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 five-year certificate if they have not met the experience or degree requirement.
- A candidate that holds a three-year certificate (Certificate 31-1 or 31-2) a master's degree, five years of full-time experience and two years in the endorsement area with one of those years minimum in a West Virginia public schools or accredited non-public school as listed in Policy 2330 as a School Counselor, Speech-Language Pathologist, School Psychologist, School Nurse, or Attendance Director, 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, they would be eligible for a Permanent Student Support Certificate.

- A candidate that holds a five a five-year certificate (Certificate 32), a master's degree, five years of full-time experience with and two years in the endorsement area with one of those years minimum in a West Virginia public schools or accredited non-public school as listed in Policy 2330 as a School Counselor, Speech-Language Pathologist, School Psychologist, School Nurse, or Attendance Director, they are eligible for a permanent certificate with no coursework required.
 - A candidate that holds a bachelor's degree, two, five-year certificates (Certificate 32) issued for five years each, six hours of coursework taken since the issuance of the expiring certificate and cannot be over five years old, or age of 60, and five years of full-time experience with two years as School Counselor, Speech-Language Pathologist, School Psychologist, School Nurse, or Attendance Director with one year minimum in West Virginia public schools or accredited non-public school as listed in Policy 2330, may apply for a Permanent Certificate.
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](#)

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				<input type="button" value="Edit"/>	
*First Name	Alysa	*Primary Phone	304-886-7010		
Last Name	Trill	Secondary Phone			
Middle Initial		*Email	alyssa@trillteach.com		
Previous Last Name		*Street Address	1001 Kanawha Blvd. E.		
Gender	F	Street Address 2			
US Citizen	Yes	*City	Charleston		
Certification ID	11A14990000	*State	West Virginia		
US Veteran	No	*Zip Code	25303		
		*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 View Edit

Add New Disclosure

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

Work Experience Verification

1. Enter full-time experience if the option to convert to a 5 year certificate or a permanent certificate 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

[Choose One](#)

[Cancel](#) [Add](#)

Renewal Options

1. Select the renewal option that is available to renew or convert the certificate that has been completed.

Renewal Options

Select one renewal option.

I am submitting six (6) semester hours of coursework related to the public school program or have completed WVDE WVLeads eligible courses.

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.

I have reached age sixty (60) or above (must provide a copy of birth certificate or official government issued documentation).

National Board for Professional Teaching Standards Certification reflected on a West Virginia Credential

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.

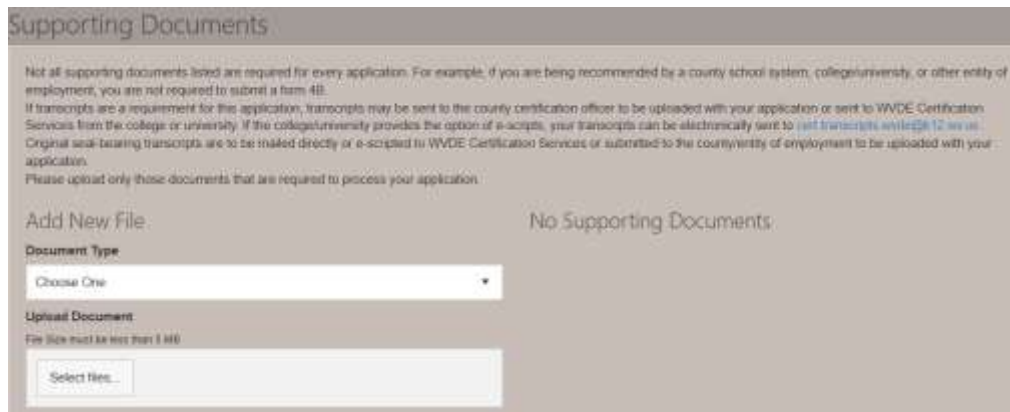


The screenshot shows a form titled "County Information". Below the title, there is a paragraph of instructions: "Please select the WV public school system, Multi-County Career and Technical Education Center, Office of Diversion and Transition Programs (ODTP), WV School for Deaf/Blind, Diocese of Wheeling/Charleston,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

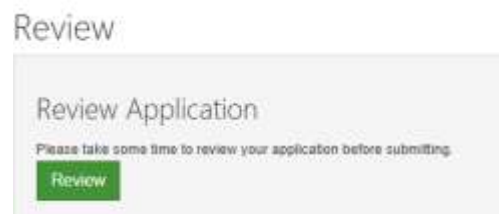
Add any required files (e.g., Name Change). **Do not upload official academic transcripts.** Official transcripts must be sent by the college or university or the county certification official.



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-accepts, 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 "Select files..." button. To the right of the "Add New File" section is a "No Supporting Documents" 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 "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.