

Application User Guide



Form 4T: Renewal or Conversion of a Professional Teaching Certificate

Office of Certification
REVISED: May 6, 2026

Overview

The Office of Certification created this user guide to provide detailed instructions for **candidates to request renewal of a one (1) year certificate, request renewal of a three (3) year or five (5) year certificate, convert a three (3) year certificate to a five (5) year certificate, or convert a three (3) year or a five (5) year certificate to a permanent certificate** 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. Each row includes the Application Type, Date Submitted, Date Resolved, Status, and Holds. The first application is 'Form 20T Original Teacher' submitted on 07/20/2016, with a status of 'Send Back'. The second and third applications are also 'Form 20T Original Teacher', submitted on 08/18/2016 and 10/21/2016 respectively, with a status of 'Pending Institution'. Each application has a 'View' button and a 'Holds' icon. At the bottom, there are buttons for 'View Recent Application History' and 'Create New Application'.

Application Type	Date Submitted ^	Date Resolved ^	Status	Holds
Form 20T Original Teacher	07/20/2016		Send Back	View
Form 20T Original Teacher	08/18/2016		Pending Institution	View
Form 20T 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 beside the certificate.
2. Under I want to, Select the radio button beside which renewal option that applies to you. The renewal options are listed below:

I want to...

- Renew my professional teaching certification that has been issued for three (3) years.
 - Renew my professional teaching certification that has been issued for one (1) year.
 - Convert three (3) year professional teaching certificate to a five (5) year professional teaching certificate.
[View Requirements](#)
 - Convert to a permanent teaching certificate.
[View Requirements](#)
- A candidate that holds or held a three-year certificate (Certificate 21-1 or 21-2 or 22-1 or 22-2, or 26), 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 or held a three-year certificate (Certificate 21), 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 or held a non-transferable certificate (Certificate 26), can only renew the certificate for three years with 6.0 hours of coursework since the issuance of the expiring certificate that is not over 5 years old, an MA+30, or reached the age of 60. Once a candidate completes a national-normed Teacher Performance Assessment (edTPA) or has reached five years of full-time experience with one year minimum full-time in West Virginia and 6.0 hours of coursework, an MA+30, or reached the age of 60, they can apply to convert your certificate and move forward to a Five-Year or Permanent Certificate.
 - A candidate that holds or held a three-year certificate (Certificate 21), a Bachelor's or Master's Degree, Two Years of Full-Time Teaching Experience (with one year minimum in West Virginia public schools or accredited non-public school as listed in Policy 2330, and completed the Beginning Educator Internship/Induction or were declared exempt

by a county school system or WVBE Policy 5202, 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 Teaching Certificate.

- A candidate that holds or held a five-year certificate (Certificate 22-1 or 22-2), 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 requirement.
- A candidate that holds or held a three-year certificate (Certificate 21-1 or 21-2) a Master's Degree, five years of full-time teaching experience with one year minimum in West Virginia public schools or accredited non-public school as listed in Policy 2330, and completed the Beginning Educator Internship/Induction or were declared exempt by a county school system or WVBE Policy 5202, 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 Teaching Certificate.
- A candidate that holds or held a five a five-year certificate (Certificate 22), a Master's Degree, full-time teaching experience with one year minimum in West Virginia public schools or accredited non-public school as listed in Policy 2330, and completed the Beginning Educator Internship/Induction or were declared exempt by a county school system or WVBE Policy 5202, they are eligible for a permanent certificate with no coursework required.
- A candidate that holds or held a Bachelor's Degree, two, five-year certificates (Certificate 22) 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 teaching experience including two years of full-time teaching experience in the endorsement area with one year minimum in West Virginia public schools or accredited non-public school as listed in Policy 2330, and completed the Beginning Educator Internship/Induction or were declared exempt by a county school system or WVBE Policy 5202, may apply for a Permanent Certificate.

3. 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.
4. If the candidate has selected to renew it for one year or three years, select start application.
5. If the candidate has selected to convert the three-year certificate to a five-year certificate, beginning educator internship/induction (county mentor program) and work experience questions will appear.
 - Note: If the candidate has not completed two years of full-time experience in the area on the teaching certificate with one year in West Virginia, the application will not move forward and will need to be renewed.
6. If the candidate has selected to convert to a permanent certificate, the beginning/educator internship and work experience question will appear.

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.

Work Experience in Education

*Please answer in the support document section verification reflects from your employer to verify work experience and job title for Management Level Experience or Out-Of-State Educational 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

Note: If the candidate has not completed an internship/induction (county mentor program), nor meet the two years of full-time experience, the application will not move forward.

7. 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](#)

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	alysa@test.takarsh.com
Previous Last Name		*Street Address	1900 Kanawha Blvd. E
Gender	F	Street Address 2	
US Citizen	Yes	*City	Charleston
Certification ID	T1A148600369	*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.

Work Experience Verification (Conversion to a Five-Year or Permanent Certificate Only)

1. If still employed in current position enter in the start date and end date of the work experience, making sure to use the format DD/MM/YYYY.
 - Note: If you are still employed in the position enter the date the school year ends for the end date.
2. Specific assignment is the subject taught.
3. Grade levels are the grades taught.
4. State is where the position was located.
5. Select out-of-state for employment district.
6. Enter the name of the school.
7. Select, **Add**.

The screenshot shows a web form titled "Add Work Experience". On the left side, under "Experience Type", the "Education Experience" radio button is selected. Below this are "Start Date" (8/1/2010) and "End Date" (6/30/2025) fields. On the right side, there are fields for "Specific Assignment" (BUSINESS EDUCATION TEACHER), "Grade Level Assignment" (9-12), "State" (West Virginia), and "Employing District" (Cabell). At the bottom right, there are "Cancel" and "Add" buttons.

Renewal Options

Select the renewal option 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

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.

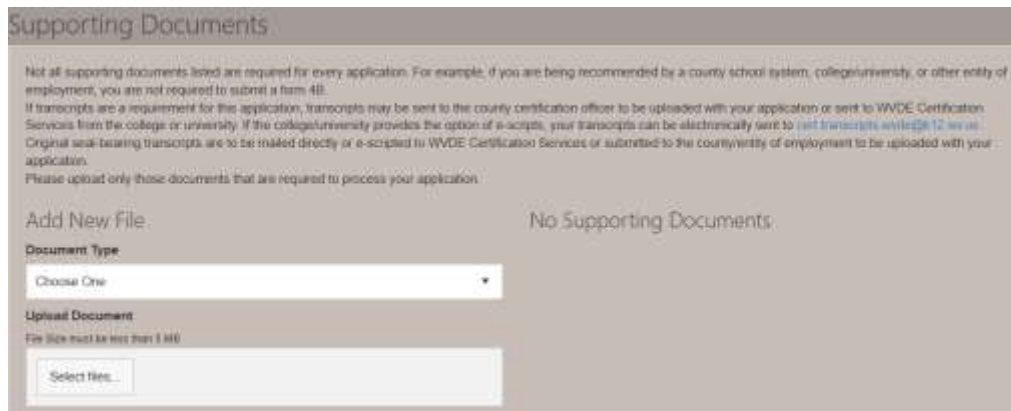


The screenshot shows a form titled "County Information". Below the title, there is a paragraph of instructions: "Please select the WV public school system, Multi-County Career and Technical Education Center, Office of Diversion and Transition Programs (ODTP), WV School for Deaf/Blind, Diocese of Wheeling/Charleston,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

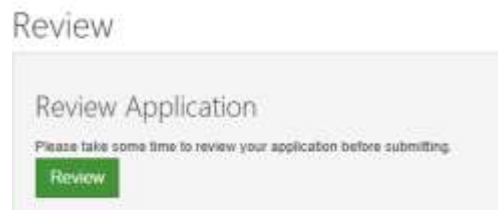
Add any required files (e.g., Name Change). **Do not upload official academic transcripts.** Official transcripts must be sent by the college or university.



The screenshot shows a form titled "Supporting Documents". It contains several paragraphs of text explaining the requirements for supporting documents, including a note about transcripts. Below the text, there are two main sections: "Add New File" and "No Supporting Documents". The "Add New File" section includes a "Document Type" dropdown menu with "Choose One" selected, and an "Upload Document" section with a "Select files..." button. A note below the button states "File size must be less than 1 MB".

Review and Submit

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



The screenshot shows a button labeled "Review Application". Below the button, there is a small text prompt: "Please take some time to review your application before submitting." The button itself is green with the word "Review" in white text.

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.