

Application User Guide



Form 19A: Out-of-State 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 applying for an Initial Out-of-State Administrative Certificate through the WVEAP online system after completing an approved preparation program outside of West Virginia.

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" dashboard. The title "Applications" is at the top left. Below it, it says "3 Active Applications". The main content is a table with columns: "Application Type", "Date Submitted ^", "Date Resolved ^", "Status", and "Holds". There are three rows of data. The first row shows "Form 201 Original Teacher" submitted on 07/20/2016, with a status of "Send Back" and a "View" button. The second and third rows show "Form 201 Original Teacher" submitted on 08/18/2016 and 10/21/2016, both with a status of "Pending Institution" and "View" buttons. At the bottom left is a button "View Recent Application History" and at the bottom right is a button "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

Creating an Application

1. On the Dashboard, select **Create New Application**.
2. Under Choose Action, select Apply for Licensure.
3. Under License Type, select Administrator.
4. Select **Yes** if you have completed an administrator preparation program at an IHE. Selecting NO will stop the application and make you ineligible for an administrative certificate.
5. Select **Professional Administrative Certificate**.
6. Select **Without a valid out-of-state professional certificate; my college/university needs to approve my application**.
7. Select your **United States citizenship status**.
 - o Note: If you are not a U.S. Citizen, you must provide work authorization documentation in the "Supporting Documents" section.
8. **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

*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	T1A148800399	*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.

WVBE Required Tests

Select **Yes** or **No** if you have completed the online Evaluation Leadership Institute.

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 line of text: "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 WVCE in which you are currently employed or have been employed within the past 12 months." Below this text is a label "County" and a dropdown menu with the text "Select County" and a downward arrow.

*Please note: Applicants not employed with any of the previously stated entities in West Virginia should select **"I am not currently employed in the last 12 months with any of the school systems listed."***

Institution Information

Select the state and institution where the administrative preparation program was completed **outside West Virginia**.



The screenshot shows a form titled "Institution Information". Below the title, there is a label "State" and a dropdown menu with "Alaska" selected. Below that is a label "College/University" and a text input field containing "Kodak Coll". Above the input field, there is a small note: "If your institution is not listed please contact WVBE (304-558-7018 or toll free 1-800-862-2378)".

Work Experience in Education

1. Select **Add Work Experience** for full-time experience in education and answer **Yes**.
 - Note: Answering **No** will not allow the candidate to receive certification.



The screenshot shows a form titled "Work Experience in Education". Below the title, there is a reference to "Reference: WVBE Policy 5200" and a note: "Please upload to this support document within verification details from each employer to verify years experience and job title for Management Level Experience or Out-of-State Educational Experience". Below this is a question: "Do you have a minimum of three (3) years teaching experience or management level experience?" with radio buttons for "Yes" and "No". Below the question is a table with columns: "Type", "Start", "End", "State", "District", "Employer", "Assignment Position", "Grade", "Last Action", and "Verified". Below the table, it says "No Work Experience Found". At the bottom right, there is a green button labeled "Add Work Experience".

2. Enter 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.
3. Specific assignment refers to the subject taught.
4. Grade levels are the grades taught.
5. State is where the position was located.
6. Select **Out-of-State** for your employing district.
7. Enter the name of the school.
8. Select **Add**.

Add Work Experience

Experience Type
 Education Experience

Start Date
 7/1/2021

End Date
 6/30/2025

Specific Assignment
 BUSINESS EDUCATION

Grade Level Assignment
 9-12

State
 Alaska

Employing District
 Out of State

Employer (District & School Name)
 KODIAK HIGH SCHOOLS

Cancel Add

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.

Supporting Documents

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 cert.transcripts@wvde.state.wv.us. 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.

Add New File

Document Type
 Choose One

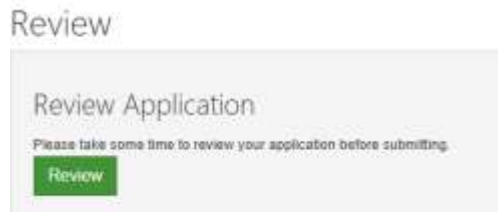
Upload Document
 File size must be less than 1 MB

Select files...

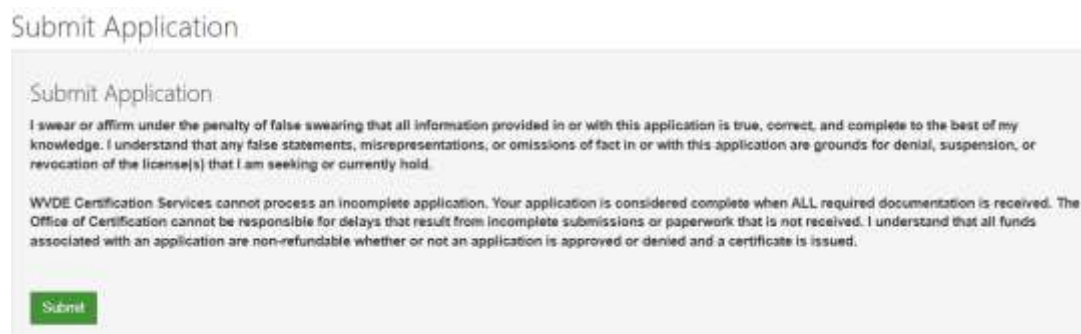
No Supporting Documents

Review and Submit

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



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