

# Application User Guide



## Form 39: Renewal of a Coaching Authorization

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 renewal of a **Coaching Authorization** 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 displays the "Applications" section of the dashboard. It features a table with the following columns: Application Type, Date Submitted, Date Resolved, Status, and Holds. There are three rows of data, all for "Form 201 Original Teacher" applications. The first row is dated 07/20/2016 and has a status of "Send Back". The second and third rows are dated 08/18/2016 and 10/21/2016, both with a status of "Pending Institution". Each row includes a "View" button and a "Holds" icon. At the bottom of the dashboard, there are two buttons: "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  |

## Creating an Application

1. On the Dashboard, in the Credentials Section, select, **Renew** beside the credential 50-1 or 50-2 Temporary Authorization for Coach.
2. Under I want to, Select the radio button beside Form 39 Renew my CERT 50 Coaching, Athletic Trainer and Limited Sports Trainer 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. 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   | T1A14980038P | *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 <span style="float: right;">Yes No</span> |

[Add New Disclosure](#)

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

## County Information

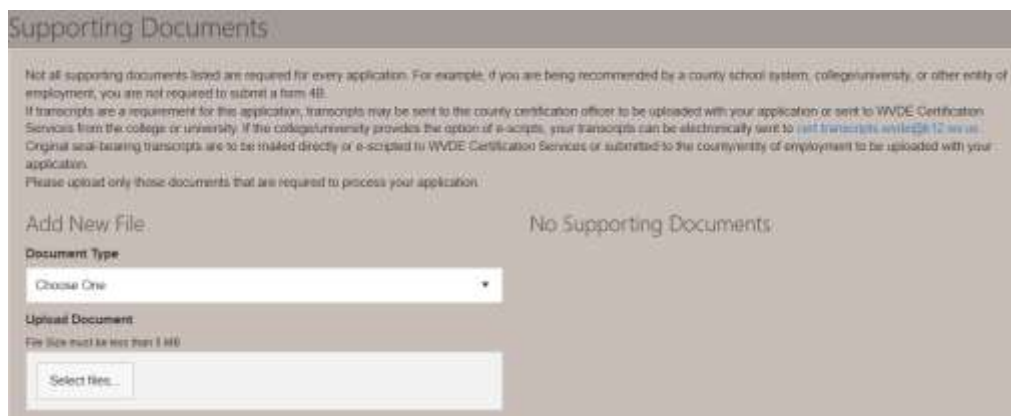
Choose the Employing County Public School District, WV Schools for Deaf/Blind, or the Diocese of Wheeling/Charleston.



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 Overlook and Transition Programs (OOTP), WV School for Deaf/Blind, Diocese of Wheeling/Charleston, or WVDE in which you are currently employed or have been employed within the past months." Below this is a label "County" and a dropdown menu with the text "Select County" and a small downward arrow.

## Supporting Documents

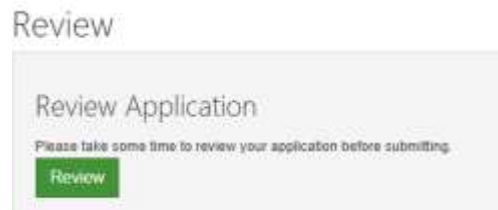
Add any required files (e.g., Name Change, Substitute Training Certificate). **Do not upload official academic transcripts.** Official transcripts must be sent by the college or university or county certification official.



The screenshot shows a form titled "Supporting Documents". It contains several paragraphs of text explaining the requirements for supporting documents. 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 file size limit of "File Size must be less than 1 MB" and a "Select file..." button. The "No Supporting Documents" section is currently empty.

## 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 message: "Please take some time to review your application before submitting." and a green button labeled "Review".

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.