

# Application User Guide



## Forms 8, 8A, 8C, 8R, 8S: Additional Endorsements

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 additional endorsement(s) to a teaching, student support, or administrative 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. 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

- On the Dashboard, select **Create New Application**.
- Select, **Add an Additional Endorsement to my Teaching, Student Support, Administrative, or Substitute Certificate**.
- Under Add endorsement **select one of the options listed below** that applies to you:
  - Select Form 8, if the endorsement was completed by taking coursework from an accredited IHE.
  - Select Form 8C, if the endorsement to the Professional Teaching was completed by completing the content assessment as per the Form 8C Guidance Document only.
  - Select Form 8A, if the endorsement is added to the Special Education Endorsements currently on the valid teaching certificate and was completed by completing the six hours of coursework at one of the participating IHEs as per WVBE Policy 5202 only.
  - Select Form 8R, to add endorsement(s) that appear on another valid out-of-state certificate that is not reflected on the West Virginia certificate.
    - Test scores must meet West Virginia's requirements when adding an endorsement. You cannot use a certificate from another state to bypass teacher certification requirements if that state allows a lower passing score on the same test.
  - Select Add Endorsement – Superintendent after completion of the WVDE Aspiring Superintendent's cohort program and obtaining ten years of administrative experience with a valid administrative certificate number 01 or 02.
  - *Note: Endorsements cannot be added for different types of certificates. For example, administrative endorsements cannot be added without a valid administrative certificate.*
- 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.*
- 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](#)

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](#)

<b>First Name</b>	Alyssa	<b>*Primary Phone</b>	304-558-7010
<b>Last Name</b>	Test	<b>Secondary Phone</b>	
<b>Middle Initial</b>		<b>*Email</b>	alyssa@test.takarsh.com
<b>Previous Last Name</b>		<b>*Street Address</b>	1900 Kanawha Blvd. E
<b>Gender</b>	F	<b>Street Address 2</b>	
<b>US Citizen</b>	Yes	<b>*City</b>	Charleston
<b>Certification ID</b>	T1A148800389	<b>*State</b>	West Virginia
<b>US Veteran</b>	No	<b>*Zip Code</b>	25305
		<b>*Country</b>	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, Multi-County Career and Technical Education Center, WV Schools of Diversion and Transition, WV Schools for Deaf/Blind, or the Diocese of Wheeling/Charleston.



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

## Institution Information

Select the institution where the coursework for the additional endorsement was completed.

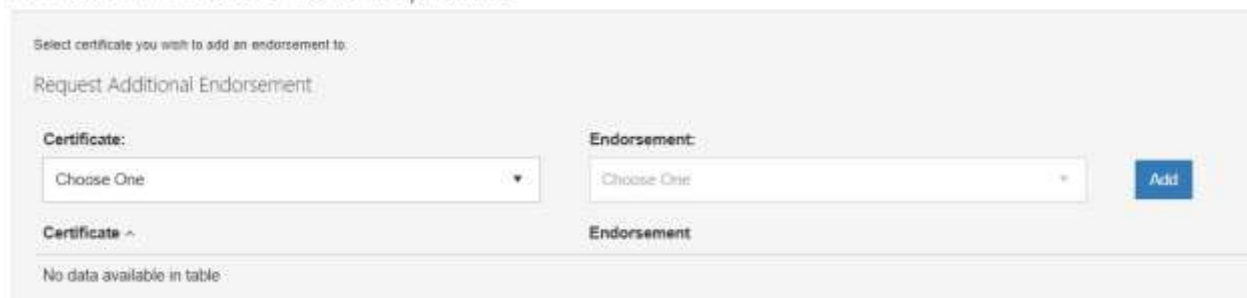
- *Note: Step 2 only applies to those submitting Form 8. If you are not submitting Form 8, please skip and refer to next step.*



## Additional Endorsement Requested

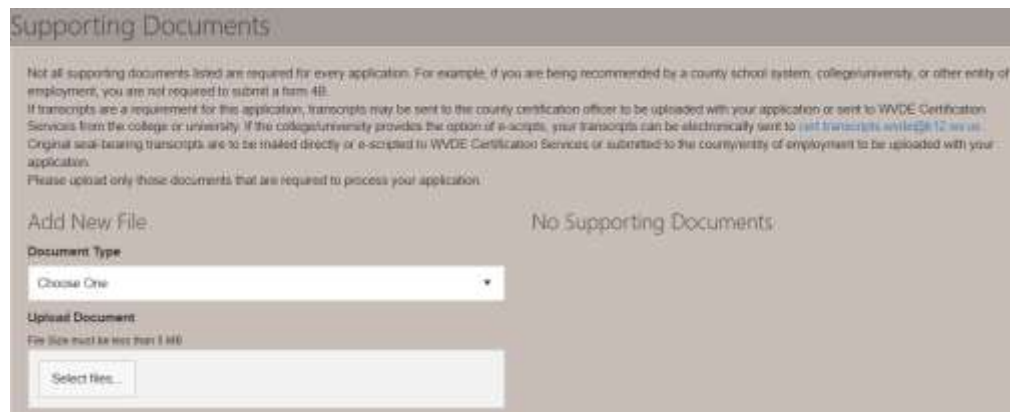
Select the certificate type and the endorsement being requested. Click the **Add** button. The certificate and endorsement(s) added will appear in the list below.

### Additional Endorsement Requested



## 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 county certification official.



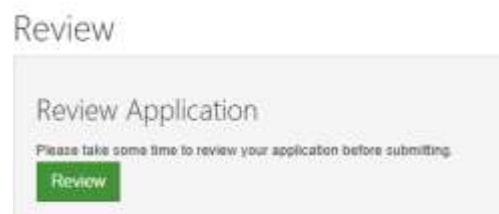
The screenshot shows a web interface titled "Supporting Documents". It contains a paragraph of instructions: "Not all supporting documents listed are required for every application. For example, if you are being recommended by a county school system, college/university, or other entity of employment, you are not required to submit a form AB. 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@wvde2612.wv.us](mailto:cert.transcripts@wvde2612.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."

Below the text, there are two main sections:

- Add New File:** Includes a "Document Type" dropdown menu with "Choose One" selected, and an "Upload Document" button. A note below the button states "File size must be less than 1 MB".
- No Supporting Documents:** A text label indicating that no files are currently attached.

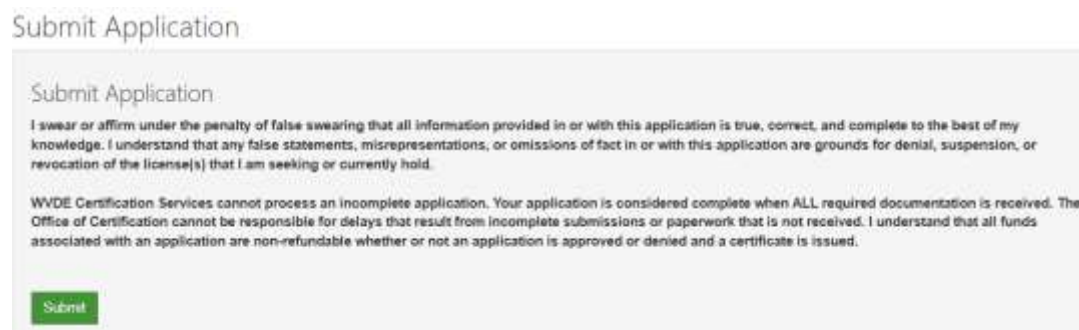
## Review and Submit

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



The screenshot shows a web interface titled "Review". It contains a section titled "Review Application" with the text: "Please take some time to review your application before submitting." Below this text is a green button labeled "Review".

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



The screenshot shows a web interface titled "Submit Application". It contains a section titled "Submit Application" with the following text: "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."

Below this text, there is another paragraph: "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."

At the bottom of the section is a green button labeled "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.