



West Virginia DEPARTMENT OF EDUCATION

Office of Certification

Advanced Degree/Salary Class Form 12

Candidate User Guide

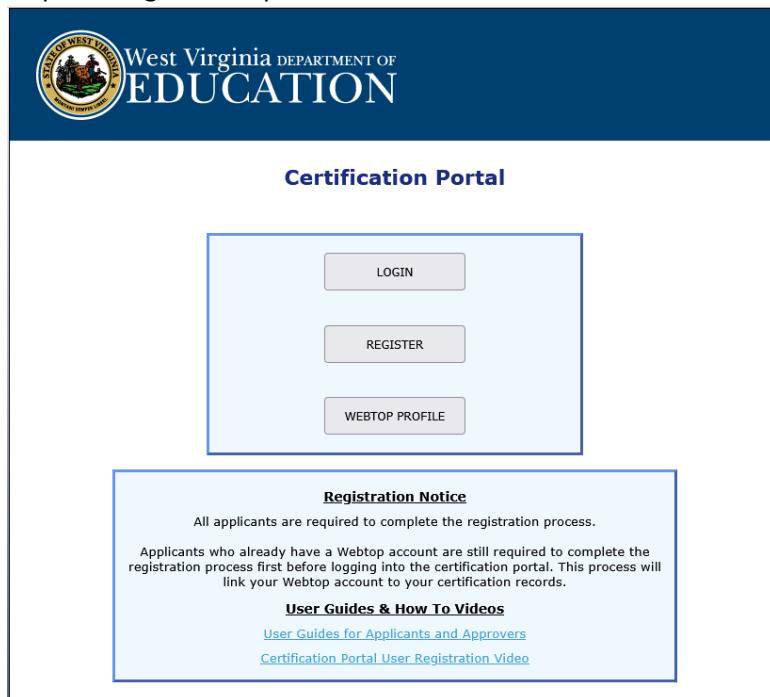
The Office of Certification created this user guide to provide detailed instructions for candidates to apply for an advanced degree/salary class to a teaching, student support or administrative certificate through the WVEAP online system.

Certification Registration

Each candidate must first register with the Certification Portal to connect their certification records with their Single Signon Account (SSO)/Webtop Account. A Webtop account (SSO) is assigned to all full-time county school employees. If the candidate is not a full-time employee, please follow the steps below to create one.

The registration process will assist the candidate in creating the candidate SSO account. A valid email address is required when creating an SSO account. Candidates who are currently employed in a WV School System should already have a SSO account/Webtop account through their district. Candidates will need the SSO username and password to register and log in.

From the Certification Portal home page (<https://wveis.k12.wv.us/certportal/>), click the “Register” button to start the certification portal registration process.



The registration process will ask the candidate several questions to determine if the candidate has a West Virginia Department of Education certification record. If the candidate is not in the system, the process will assist the candidate in creating the candidate certification record. If the system locates certification records for the candidate, it will display basic account information for verification.

The last step in the registration process is to either create an SSO user account or locate the candidate current SSO Account.

Once the candidate has completed the registration process the candidate can log into the Certification Portal and submit the candidate application.



Certification Portal Registration

Applicant Registration

Applicants who are applying for certification in West Virginia must first complete this Certification Portal Registration process to establish your user account.

[Start Portal Registration](#)

*** Important Message *** Certification Approvers

Certification Approvers who need access to approve applications need to contact the Office of Certification to create an account or grant access to your Webtop/SSO account.

Once the candidate have completed the registration process the candidate can log into the Certification Portal and submit the candidate application.

WVDE Authentication Portal

SSO Login

The application **Certification Portal** is asking you to log in with your SSO username or email address.

User Name or Email:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Submit"/>	
Forgot user name and/or password?	

Candidate Dashboard

The Candidate Dashboard consists of two sections, Applications and Credentials.

Applications

3 Active Applications.

Application Type	Date Submitted ^	Date Resolved ^	Status	Holds
Form 20T Original Teacher	07/20/2016		<div><div style="width: 20%;">1</div><div style="width: 80%;">Send Back</div></div>	⚠ View
Form 20T Original Teacher	08/18/2016		<div><div style="width: 50%;">1</div><div style="width: 20%;">2</div><div style="width: 30%;">Pending Institution</div></div>	⚠ View
Form 20T Original Teacher	10/21/2016		<div><div style="width: 50%;">1</div><div style="width: 20%;">2</div><div style="width: 30%;">Pending Institution</div></div>	⚠ View

[View Recent Application History](#) [Create New Application](#)

Applications

Displays all pending applications submitted by the candidate.

[View Recent Application History](#)

View previously submitted applications.

Credentials

Displays the credentials the candidate currently has on file with the WVDE.

[Creating the Application](#)

To begin the application process, the candidate will see the following screen and the candidate will select “CREATE NEW APPLICATION.”

Applications

2 Active Applications.

Application Type	Date Submitted ^	Date Resolved ^	Status	Holds
Form 20T Original Teacher	07/20/2016		<div><div style="width: 20%;">1</div><div style="width: 80%;">Send Back</div></div>	⚠ View
Form 20T Original Teacher	08/18/2016		<div><div style="width: 50%;">1</div><div style="width: 20%;">2</div><div style="width: 30%;">Pending Institution</div></div>	⚠ View

[View Recent Application History](#) [Create New Application](#)



Select Apply for Advanced Degree/Salary or NBPTS

Choose Your Application

I want to...

Apply for Licensure

Choose Action

Apply for Licensure

Add an Additional Endorsement to my Teaching, Student Support, Administrative, or Substitute Certificate

Apply for Advance Degree/Salary or NBPTS

Select Form 12 Apply for Advanced Degree/Salary Class under Application Type

Please choose application type

Choose Application Type

Choose Application Type

Form 12 - Apply for Advanced Degree/Salary Class

Form 45 – Apply for Initial NBPTS Recognition

Select AFTER COMPLETION OF AN EDUCATIONAL PREPARATION PROGRAM FROM AN ACCREDITED COLLEGE OR UNIVERSITY IN WEST VIRGINIA

I am applying...

Choose Certification Status

Choose Certification Status

After completion of an educational preparation program from an accredited college or university in West Virginia.

With a valid out-of-state professional certification (reciprocity).

Without a valid out-of-state professional certificate and my college/university needs to approve my application.

Select THE CANDIDATE'S UNITED STATES CITIZENSHIP STATUS

U.S. Citizenship

Are you a U.S. Citizen? Yes No

If the candidate is not a United States Citizen, the candidate must provide documentation of the candidate's ability to work in the United States under Supporting Documents in this application.

U.S. Citizenship

Are you a U.S. Citizen? Yes No

Documentation Required

Please submit proof of a valid Permanent Resident Card, Employment Authorization Document (EAD), or work permit issued by the United States Citizenship and Immigration Services (USCIS) to the Certification Services. Documents can be uploaded and attached to this application in the Support Document Section.

Click START APPLICATION TO START THE FORM 12 FOR THE ADVANCED DEGREE/SALARY CLASS

Start Application

Form 12 - Apply for Advanced Degree/Salary Class

Form 12 - Advanced Degree/Salary Class

Use this form when applying for Advanced Degree/ Salary Class.

Advanced salary/advanced degree recognition is limited to professional teaching, student support, or administrative certification or equivalents.

Start Application



Click EDIT TO EDIT ANY PERSONAL INFORMATION THAT IS INCORRECT OR REQUEST A NAME CHANGE

Form 12 Advanced Degree/Salary Classification

Applicant Information

First Name	Brad	*Primary Phone	3045587010
Last Name	Test	Secondary Phone	
Middle Initial		*Email	brad.test@takarsh.com
Previous Last Name		*Street Address	One Herd Way
Gender	M	Street Address 2	
US Citizen	Yes	*City	Huntington
Certification ID	T3B140400141	*State	WV
US Veteran	No	*Zip Code	25701
		*Country	United States



Request Name Change

Answer YES OR NO TO EACH LEGAL DISCLOSURE QUESTIONS

Candidates are required to report all background information even if the disclosure was mailed to the WVDE as part of a previous submission.

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	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.		
Question 2	No	Yes
Have you ever been disciplined, reprimanded, suspended, or discharged from any employment because of allegations of misconduct?		
Question 3	No	Yes
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	No	Yes
Is any action now pending against you for alleged misconduct in any school district, court, or before any educator licensing agency?		
Question 5	No	Yes
Have you ever been arrested, charged with, convicted of, or are currently under indictment for a felony?		
Question 6	No	Yes
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.		

Selecting "Yes" requires the candidate, the candidate, to complete a series of questions regarding the legal disclosure.

The screenshot shows a web-based application for adding a new disclosure. At the top, there is a question "Question 1" with "No" and "Yes" buttons. Below the question is a text box asking if there has been any adverse action taken. The main form area is titled "Add New Disclosure" and contains fields for "Occurrence Date" (with a date input field), "Title" (a text input field), and "Narrative" (a text input field). There is also a checkbox for "Please check box if this legal disclosure was previously reported using a paper form and mailed to the WVDE." Below these fields is a "Supporting Files" section with a "Select files..." button. At the bottom right of the form is a green "Add Disclosure" button.

The example legal disclosure shows **Yes** for Question 1. The Occurrence Date, Title, Narrative, Previously Reported and Supporting Files are required to add the disclosure.

if the disclosure was previously reported to the WVDE prior to the new online system becoming available, the information will need to be entered again. Previously reported legal disclosures do not require supporting files to be uploaded, however, the candidate must provide a brief narrative. If the disclosure was not previously reported, the candidate **must** upload all applicable documentation.

Clicking the **Select files...** button allows the candidate to upload documentation which will be submitted to the WVDE along with the remainder of the application.

Once all the information has been entered and files are uploaded, click the **Add Disclosure** button to add the legal disclosure.

Once added, the candidate will see the **View Disclosure Details** button allowing the candidate to view and edit the legal disclosure prior to submitting for approval.

The screenshot shows a "View Disclosure Details" page for Question 1. At the top, there is a "Question 1" section with "No" and "Yes" buttons. Below this is a text box with the question "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." At the bottom of the page is a blue "View Disclosure Details" button.

The candidate may not edit or delete a legal disclosure once it has been submitted 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.

Date ^	Title	Previously Disclosed <small>?</small>	Status
Jan 2016	Short description of adverse action goes here	No	No

[View Disclosure Details](#)

[Edit](#) [Delete](#)

[Add New Disclosure](#)

Select the EMPLOYING COUNTY IF THE CANDIDATE IS EMPLOYED IN ANY MANNER OF A PUBLIC SCHOOL DISTRICT, MULTI-COUNTY CTE CENTER, WVSDT, WVSDB, MSESC, EPIC, OR THE DIOCESE OF WHEELING/CHARLESTON IN WEST VIRGINIA

County Information

Please select the WV public school system, Multi-County Career and Technical Education Center, West Virginia Schools of Diversion & Transition (WVSDT), WV School for Deaf/Blind, Diocese of Wheeling-Charleston, or WVDE in which you are currently employed or have been employed within the past 12 months.

County/District Information

Cabell

Candidates not employed in any manner of a public school district, multi-county CTE center, WVSDT, WVSDB, MSESC, EPIC, or the Diocese of Wheeling/Charleston in West Virginia will select I am not currently employed in the last 12 months with any of the school systems listed.

County Information

Please select the WV public school system, Multi-County Career and Technical Education Center, West Virginia Schools of Diversion & Transition (WVSDT), WV School for Deaf/Blind, Diocese of Wheeling-Charleston, or WVDE in which you are currently employed or have been employed within the past 12 months.

You are required to send WVDE a Form 4B. You can download it now and upload it prior to submitting or mail it in at a later time.

County/District Information

No County

The current Salary Class reflected on the certificate will be displayed

Current Professional Salary Classification

Masters Degree

Select the Advanced Salary/Degree requested

Advanced Salary Classification Options

These salary classifications and the applicable coursework are defined in WVBE Policy 5202, §126-136-22.

Please check the appropriate degree or salary level:

- BA+15 (15 graduate hours or 15 undergraduate hours taken after initial WVDE Professional Certification)
- MA Degree
- MA+15 (Minimum 45 Total Hours)
- MA+30 (Minimum 60 Total Hours)
- MA+45 (Minimum 75 Total Hours)
- Doctorate Degree

Enter the coursework being claimed for the Advanced Salary by selecting Add Course Work

Coursework

List all courses below that are being claimed for the advanced salary level. Official seal-bearing transcripts are required for all hours being claimed for salary. If you include undergraduate level hours, please note that those hours are limited to a maximum of fifteen (15) semester hours completed after the issuance of an initial WV professional teaching, student support, or administrative certificate. All other hours claimed for salary must be appropriate graduate level semester hours.

Any coursework displayed in quarter hours from accredited institutions will be converted to semester hours at a 3:2 ratio for counting purposes, as required by WVBE Policy 5202.

** Contact WVDE Office of Certification if your Institution is not listed.

State ^	College	Eligible Undergrad Hours	Graduate Hours	Date Completed
No Course Work				

[Add Course Work](#)



Enter the State the Coursework was Completed, Select the IHE, Enter the Number of Graduate Hours at each IHE, the date the course was completed and select Add.

Add Course Work

State/Location	Eligible Undergraduate Hours
College/University	Graduate Hours
	Date Completed

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



Add Course Work

State/Location	Eligible Undergraduate Hours
College/University	Graduate Hours
	Date Completed

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



Upload SUPPORTING DOCUMENTS IF THE IHE HAS REQUIRED THE CANDIDATE TO SUBMIT ANY DOCUMENTS AS PART OF THE APPLICATION PROCESS

Candidates are not legally permitted to upload official academic transcripts.

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@k12.wv.us. Original seal-bearing transcripts are to be mailed directly or e-scripted 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.

Document Type

Choose One

Choose One

Citizenship Documentation

Form 4B

Name Change Documentation

No Supporting Documents

Click THE REVIEW BUTTON TO REVIEW THE APPLICATION AND MAKE ANY NEEDED CHANGES PRIOR TO SUBMITTING FOR APPROVAL.

Review

Review Application

Please take some time to review your application before submitting.

Review



Click SUBMIT ONCE THE APPLICATION HAS BEEN REVIEWED TO MOVE THE APPLICATION TO THE IHE OR TO THE COUNTY FOR THE NEXT STEP

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. WVDE Certification Services 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



After approval at the IHE and/or the county level, the candidate will receive an email the application has been approved. The candidate will log back into the on-line application at <https://wveis.k12.wv.us/certportal> to make the non-refundable processing fee payment.

Click PAY NOW

Applications

1 Active Applications.

Application Type	Date Submitted ^	Date Resolved ^	Status	Holds	
Form 20T Original Teacher	12/04/2025		<div style="display: flex; justify-content: space-around; align-items: center;"><div style="border: 1px solid #ccc; padding: 2px;">1</div><div style="border: 1px solid #ccc; padding: 2px;">2</div><div style="border: 1px solid #ccc; padding: 2px;">3</div><div style="border: 1px solid #ccc; padding: 2px;">4</div><div style="border: 1px solid #ccc; padding: 2px;">5</div></div> Pending Payment	<input checked="" type="checkbox"/>	<button>Pay Now</button>

[View Recent Application History](#)



If the application is rejected, the candidate will need to contact the entity that rejected the application for the reason the application was rejected.

Once the PAY NOW button is clicked, the screen will display the Application Cart and the candidate will see all payments required for on-line applications through the Office of Certification.

West Virginia DEPARTMENT OF EDUCATION

Application Cart

Application Type ^	Date Submitted	Fee Amount	
Form 20T Original Teacher	12/04/2025	\$35.00	<button>Remove</button>

Total: \$35.00

[Add Additional Application](#) [Checkout](#)



Click CHECK OUT

The Certification Payment screen will display to allow the candidate to enter the information for the payment.

WVDE - Certification Payment

Enter the required fields below then select the checkbox regarding the billing statement to continue to the payment information.

Payment Amount: \$35.00

Company:

First Name: Brad

Last Name: Test

Outside of US

Address: One Herd Way

City: Huntington

State: WV

Zip Code: 25701

Phone: 3045587010

Email: brad.test@takarsh.com

I understand that my billing statement will say WV State Treasury.

[Cancel](#)

Click THE BOX BESIDE I UNDERSTAND THAT MY BILLING STATEMENT WILL SAY WV STATE TREASURY

WVDE - Certification Payment

Enter the required fields below then select the checkbox regarding the billing statement to c
Payment Amount: **\$35.00**

Company:

First Name: Brad

Last Name: Test

Outside of US

Address: One Herd Way

City: Huntington

State: WV

Zip Code: 25701

Phone: 3045587010

Email: brad.test@takarsh.com

I understand that my billing statement will say WV State Treasury.



Enter CARD NUMBER, EXPIRATION DATE, AND THE CVV NUMBER FROM THE BACK OF THE CARD

Click PAY

Card Holder Name: If different than above



Card Number

Expiration Date

/

CVV

Pay **Cancel**



If the payment is successful a receipt will appear with the status reflecting OK and you may print the receipt for your records.