



# West Virginia DEPARTMENT OF EDUCATION

Office of Certification

## Initial In-State Administrative Application Form 19

### Candidate User Guide

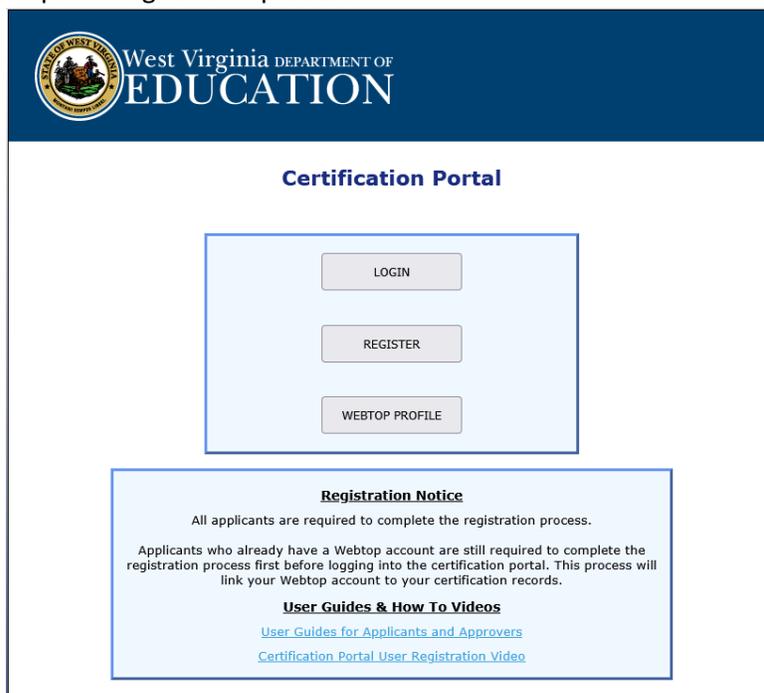
The Office of Certification created this user guide to provide detailed instructions for candidates to apply for an initial Administrative Certificate after completion of an approved preparation program outside of West Virginia through the WVEAP online system.

## 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://wweis.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="submit" value="Submit"/>
<a href="#">Forgot user name and/or password?</a>	

## Candidate Dashboard

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

The screenshot shows the 'Applications' section of the Candidate Dashboard. It features a table with three rows of application data. The columns are 'Application Type', 'Date Submitted', 'Date Resolved', 'Status', and 'Holds'. The first row shows an application submitted on 07/20/2016 with a status of 'Send Back' and one hold. The second and third rows show applications submitted on 08/18/2016 and 10/21/2016, both with a status of 'Pending Institution' and two holds. 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 20T Original Teacher	07/20/2016		1 Send Back	1
Form 20T Original Teacher	08/18/2016		1 2 Pending Institution	2
Form 20T Original Teacher	10/21/2016		1 2 Pending Institution	2

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."

This screenshot is similar to the one above but shows only two active applications. A blue arrow points to the 'Create New Application' button at the bottom right of the dashboard.

Application Type	Date Submitted ^	Date Resolved ^	Status	Holds
Form 20T Original Teacher	07/20/2016		1 Send Back	1
Form 20T Original Teacher	08/18/2016		1 2 Pending Institution	2

View Recent Application History      Create New Application

**Select Apply for Licensure under Choose Action**

Choose Your Application

I want to...

Choose Action

- 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 ADMINISTRATOR under License Type**

Please choose license type

Choose License Type

- Choose License Type
- Teacher
- Administrator**
- Student Support
- Substitute
- Paraprofessional
- Community Program
- Coach or Athletic Training

**Select YES if YOU HAVE COMPLETED AN ADMINISTRATOR PREPARATION PROGRAM AT A WEST VIRGINIA IHE**

Selecting NO will stop the application and make you ineligible for an administrative certificate.

Have you completed an administrator preparation program?

Choose yes or no

- Choose yes or no
- Yes**
- No

**Select PROFESSIONAL ADMINISTRATIVE CERTIFICATE**

I wish to apply for...

Choose Credential Type

- Choose Credential Type
- Professional Administrative Certificate**

**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 CANDIDATER 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 19 FOR THE INITIAL ADMINISTRATIVE CERTIFICATE  
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



Click EDIT TO EDIT ANY PERSONAL INFORMATION THAT IS INCORRECT OR REQUEST A NAME CHANGE  
Form 19 Initial Administrative Certificate

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

Edit



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**

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.

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

**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.

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

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.

Question 1 Why can't I change my answer?

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.

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?

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 ⓘ	Status
Jan 2016	Short description of adverse action goes here	No	No <input type="button" value="Edit"/> <input type="button" value="Delete"/>

Select YES or NO IF YOU HAVE COMPLETED THE ON-LINE EVALUATION LEADERSHIP INSTITUTE

WVBE Required Tests

Have you completed the Evaluation Leadership Institute (ELI) training approved by the WVBE?

Yes

No

Please upload your ELI Certificate

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

County Information

Are you employed or have you been employed by a WV school system in the last 12 months?

County

Select County

Candidates not employed in any manner of a public school district, multi-county CTE center, WVSDT, WVSDDB, 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, 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 withing the past months.

County

I am not currently nor have been employed in the last 12 months with any of the school systems listed.

Select THE INSTITUTION WHERE THE ADMNISTRATIVE PREPARATION PROGRAM WAS COMPLETED IN WEST VIRGINIA

Institution Information

College/University

If your institution is not listed please contact WVDE (304-558-7010 or toll free 1-800-982-2378)

Marshall U

**Enter FULL-TIME WORK EXPERIENCE IN EDUCATION AND ANSWER YES TO THE QUESTION ANSWERING NO WILL NOT ALLOW THE CANDIDATE TO RECEIVE THE CERTIFICATION**

Work Experience in Education

Reference WVBE Policy 5202  
Please upload in the support document section verification letter(s) from your employer to verify years' experience and job title for Management Level Experience or Out-Of-State Educational Experience.

Do you have a minimum of three (3) years teaching experience or management level experience?  Yes  No

Type ^	Start	End	State	District	Employer	Assignment Position	Grade	Last Action	Verified
No Work Experience Found.									

[Add Work Experience](#)

**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.

The driving record is only required if the candidate is being recommended for a Driver's Education endorsement.

**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 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. 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.

[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		1 Pending Payment 2 3 4	<input checked="" type="checkbox"/> Pay Now

[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	<a href="#">Remove</a>

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:

Last Name:

Outside of US

Address:

City:

State:

Zip Code:

Phone:

Email:

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:

Last Name:

Outside of US

Address:

City:

State:

Zip Code:

Phone:

Email:

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



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