



West Virginia DEPARTMENT OF EDUCATION

Office of Certification

Initial Coaching Authorization Application Form 39

Candidate User Guide

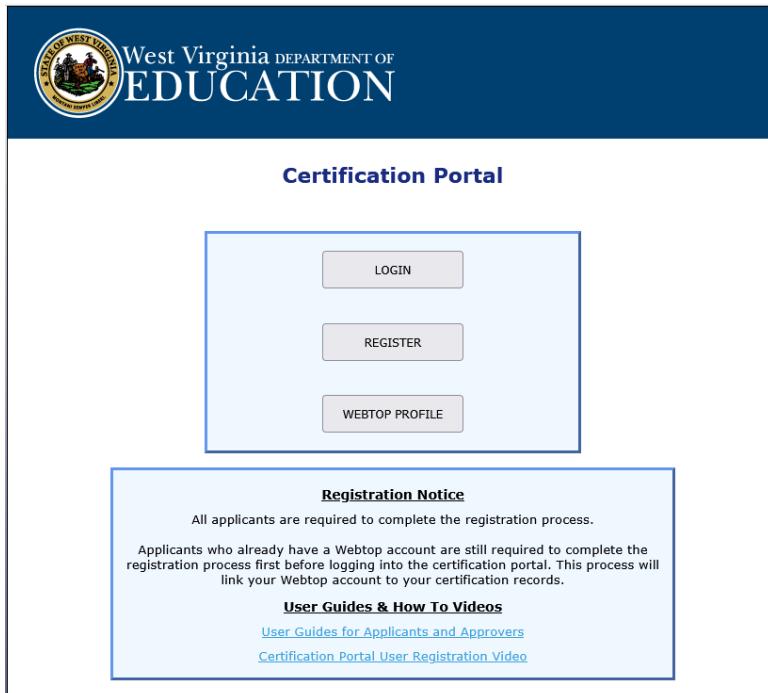
The Office of Certification created this user guide to provide detailed instructions for candidates to apply for an Initial Coaching Authorization after an offer of employment in a West Virginia county public school system through the WVEAP online system.

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: 40%;">1</div><div style="width: 20%;">2</div><div style="width: 40%;">Pending Institution</div></div>	! View
Form 20T Original Teacher	10/21/2016		<div><div style="width: 40%;">1</div><div style="width: 20%;">2</div><div style="width: 40%;">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: 40%;">1</div><div style="width: 20%;">2</div><div style="width: 40%;">Pending Institution</div></div>	! View

[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 COACH or ATHLETIC TRAINING 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 INITIAL FORM 39 TEMPORARY AUTHORIZATION

I wish to apply for...

Choose Credential Type

- Choose Credential Type
- Initial Form 39 Temporary Authorization

Select THE CANDIDATE UNITED STATES CITIZENSHIP STATUS

U.S. Citizenship

Are you a U.S. Citizen? Yes No

If the candidate are 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 20T FOR THE INITIAL TEACHING CERTIFICATE

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](#)



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

Form 39 Initial Temporary Authorization for Coaches, Athletic Training, & Limited Sports Trainer

Applicant Information



Edit

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

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.



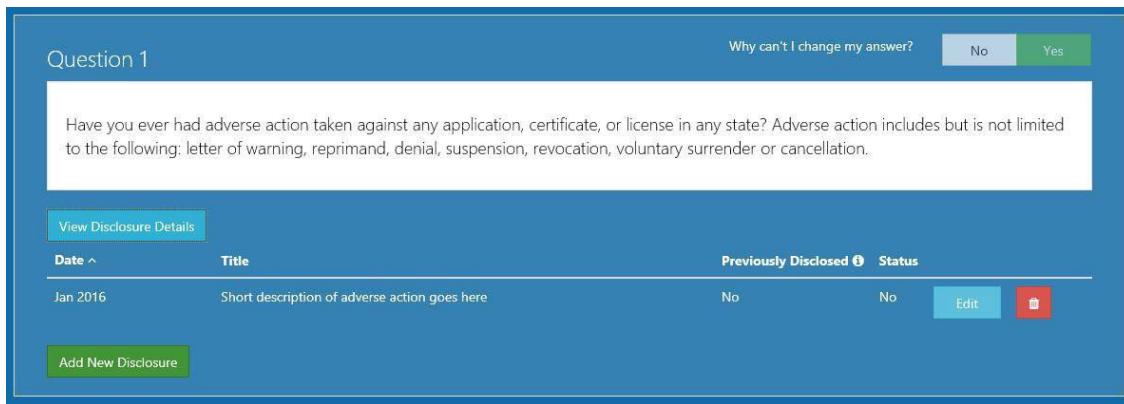
Question 1

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.

[View Disclosure Details](#)

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

[View Disclosure Details](#) [Edit](#) [Delete](#)

[Add New Disclosure](#)

Select the EMPLOYING COUNTY PUBLIC SCHOOL DISTRICT, WVSDB, OR THE DIOCESE OF WHEELING/CHARLESTON IN WEST VIRGINIA

Application Information

Initial Form 39 Temporary Authorization

Please choose the county school system in which you will be employed. If you are employed with the Charleston/Wheeling Diocese OR with the School for the Deaf and Blind, please select that entity and do not select the county in which the school is located.

County	<input type="text" value="Select County"/> <div style="position: absolute; top: 10px; right: 10px;">▼</div>
<div style="border: 1px solid #ccc; padding: 5px; width: 100%;"> <input type="text" value="Select County"/> <div style="float: right; margin-top: -10px;">🔍</div> </div>	
<div style="background-color: #0070C0; color: white; padding: 5px; text-align: center;"> Select County </div>	
<div style="background-color: #f0f0f0; padding: 5px; border-bottom: 1px solid #ccc;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Cabell Cabell </div> </div>	
<div style="background-color: #f0f0f0; padding: 5px; border-bottom: 1px solid #ccc;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Calhoun Calhoun </div> </div>	
<div style="background-color: #f0f0f0; padding: 5px; border-bottom: 1px solid #ccc;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Clay Clay </div> </div>	
<div style="background-color: #f0f0f0; padding: 5px; border-bottom: 1px solid #ccc;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Diocese Wheeling/Charl. Diocese Wheeling/Charl. </div> </div>	

Supporting Docu

Not all supporting documents required for employment, you are not required to provide transcripts. If transcripts are a requirement, you must provide them. Services from the college or university.

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.

Please upload only those documents that are required to process your application.

Add New File

Document Type

- Choose One
- Choose One
- Name Change Documentation
- Out-Of-State License
- Substitute Training Certificate
- Form 7
- Nursing Certificate

No Supporting Documents

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

<h2>Review</h2> <p>Review Application</p> <p>Please take some time to review your application before submitting.</p> <p>Review</p>

Click SUBMIT ONCE THE APPLICATION HAS BEEN REVIEWED TO MOVE THE APPLICATION 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. 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 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; width: 100px;">1234</div> <p>Pending Payment</p>	 

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.



Application Cart

Application Type	Date Submitted	Fee Amount
Form 20T Original Teacher	12/04/2025	\$35.00

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 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.



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.