



# West Virginia DEPARTMENT OF EDUCATION

## Office of Certification

### Initial National Board for Professional Teaching Standards

### Form 45

### Candidate User Guide


The Office of Certification created this user guide to provide detailed instructions for candidates to apply for the National Board of Professional Teaching Standards to a teaching 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 screenshot shows the West Virginia Department of Education Certification Portal. At the top is a dark blue header with the state seal and the text "West Virginia DEPARTMENT OF EDUCATION". Below this is a light blue box titled "Certification Portal" containing three buttons: "LOGIN", "REGISTER", and "WEBTOP PROFILE". Below the buttons is another light blue box titled "Registration Notice" which contains text about the registration process and links to "User Guides & How To Videos", including "User Guides for Applicants and Approvers" and "Certification Portal User Registration Video".

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.



West Virginia DEPARTMENT OF  
**EDUCATION**

**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 has 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:

Password:

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>1</div> Send Back	<div>⚠</div> <a href="#">View</a>
Form 20T Original Teacher	08/18/2016		<div>1</div> <div>2</div> Pending Institution	<div>⚠</div> <a href="#">View</a>
Form 20T Original Teacher	10/21/2016		<div>1</div> <div>2</div> Pending Institution	<div>⚠</div> <a href="#">View</a>

[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 for the NB-1 National Board.

#### Create New Application

For New Applications only. If you see a renew button next to the credential in the table above, choose that option.

[Create New Application](#)

### Select APPLY FOR ADVANCED DEGREE/SALARY OR NBPTS

#### 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 FORM 45—APPLY FOR INITIAL NBPTS RECOGNITION


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 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 45 FOR THE NBPTS RECOGNITION

Start Application


Form 45 – Apply for Initial NBPTS Recognition

Form 45 – Apply for Initial National Board for Professional Teaching Standards (NBPTS) Recognition.

Use this form when applying for initial National Board for Professional Teaching Standards(NBPTS) recognition on your WV Professional Certificate. When employed in a WV county school, applicant may be eligible for the Salary Supplement as per State policy.

Applicants who previously held a National Board for Professional Teaching Standards(NBPTS) certificate will use the renewal option on the applicant dashboard to renew the NBPTS Recognition.

[Start Application](#)



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

Form 45 NBPTS Salary Supplement Initial

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.

The screenshot shows a section titled "Legal Disclosures" with a sub-header: "You must first select '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." Below this are six questions, each with a "No" and "Yes" button. Question 1 asks about adverse action. Question 2 asks about disciplinary action. Question 3 asks about resignation or settlement. Question 4 asks about pending action. Question 5 asks about arrest or conviction. Question 6 asks about misdemeanor or traffic violations.

**Legal Disclosures**  
You must first select "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.

The screenshot shows the "Add New Disclosure" form. It includes fields for "Occurrence Date", "Title", and "Narrative". There is a checkbox for "Previously Reported" and a "Supporting Files" section with a "Select File..." button. An "Add Disclosure" button is at the bottom right.

**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 in order 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  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  button to add the legal disclosure.

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

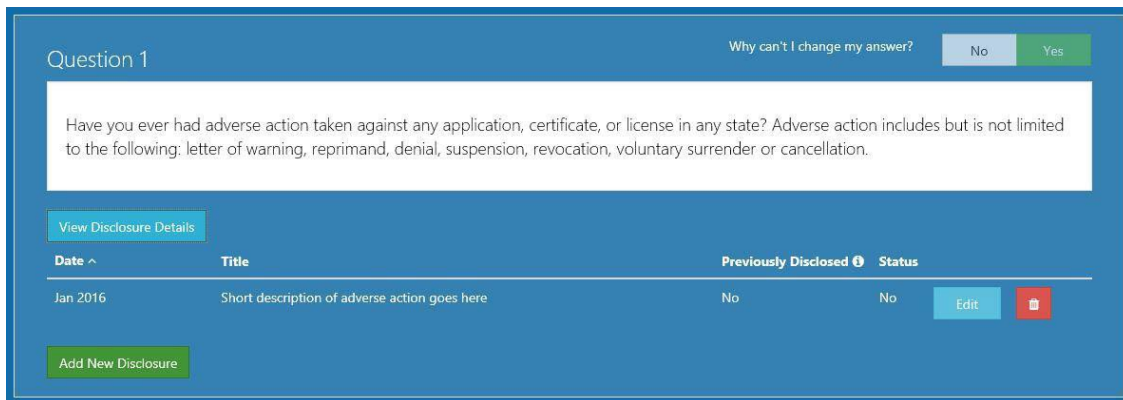


Question 1

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.



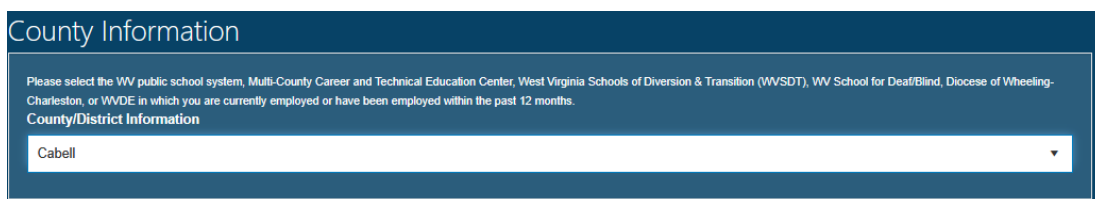
Question 1

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 the EMPLOYING COUNTY IF THE CANDIDATE IS EMPLOYED IN ANY MANNER OF A PUBLIC SCHOOL DISTRICT, MULTI-COUNTY CTE CENTER, WVSDT, WVSDB, MDESC, 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

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

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](mailto: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

NBPTS Certificate

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.

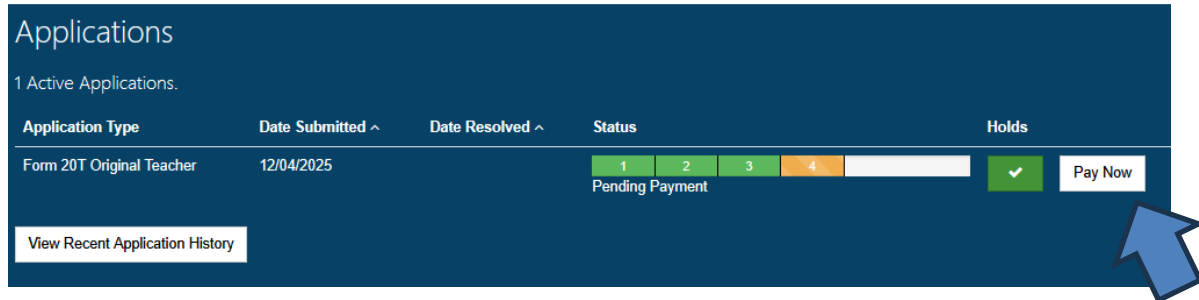
WVDE Certification Services cannot process an incomplete application. Your application is considered complete when ALL required documentation is received. WVDE Certification Services cannot be responsible for delays that result from incomplete submissions or paperwork that is not received. I understand 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 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



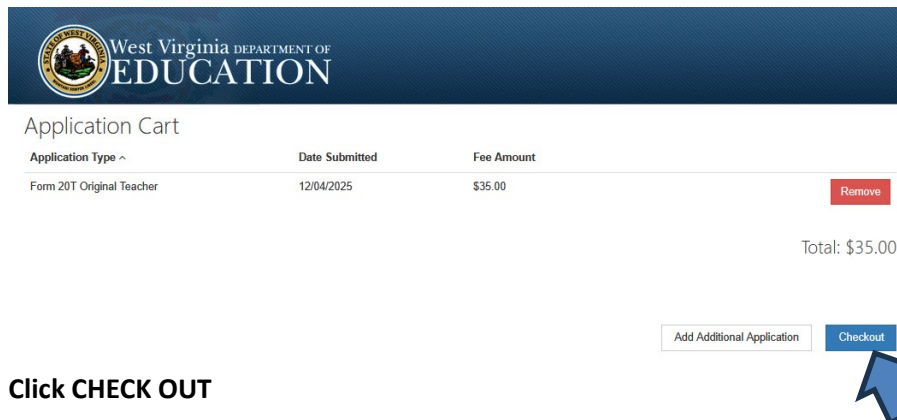
The screenshot shows the 'Applications' section of a web portal. It displays '1 Active Applications.' Below this is a table with columns: 'Application Type', 'Date Submitted ^', 'Date Resolved ^', 'Status', and 'Holds'. The table contains one row for 'Form 20T Original Teacher' submitted on '12/04/2025'. The status is 'Pending Payment', indicated by a progress bar with steps 1, 2, 3, and 4, where step 4 is highlighted in orange. A green checkmark icon is visible in the 'Holds' column. A 'Pay Now' button is located to the right of the checkmark. A blue arrow points to the 'Pay Now' button. Below the table is a button labeled 'View Recent Application History'.

Application Type	Date Submitted ^	Date Resolved ^	Status	Holds
Form 20T Original Teacher	12/04/2025		1 2 3 4 Pending Payment	✓ 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.



The screenshot shows the 'Application Cart' page. At the top is the West Virginia Department of Education logo. Below the logo is a table with columns: 'Application Type ^', 'Date Submitted', and 'Fee Amount'. The table contains one row for 'Form 20T Original Teacher' submitted on '12/04/2025' with a fee of '\$35.00'. A red 'Remove' button is located to the right of the row. Below the table, the total is displayed as 'Total: \$35.00'. At the bottom, there are two buttons: 'Add Additional Application' and 'Checkout'. A blue arrow points to the 'Checkout' button.

West Virginia DEPARTMENT OF EDUCATION

Application Cart

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

Remove

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

[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.