Office of Certification

Renewal/Conversion/Permanent Professional Administrative Certificates
# (Form 4A)

Candidate User Guide

The Office of Certification created this user guide to provide detailed instructions for candidates to apply for a professional certificate renewal 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.
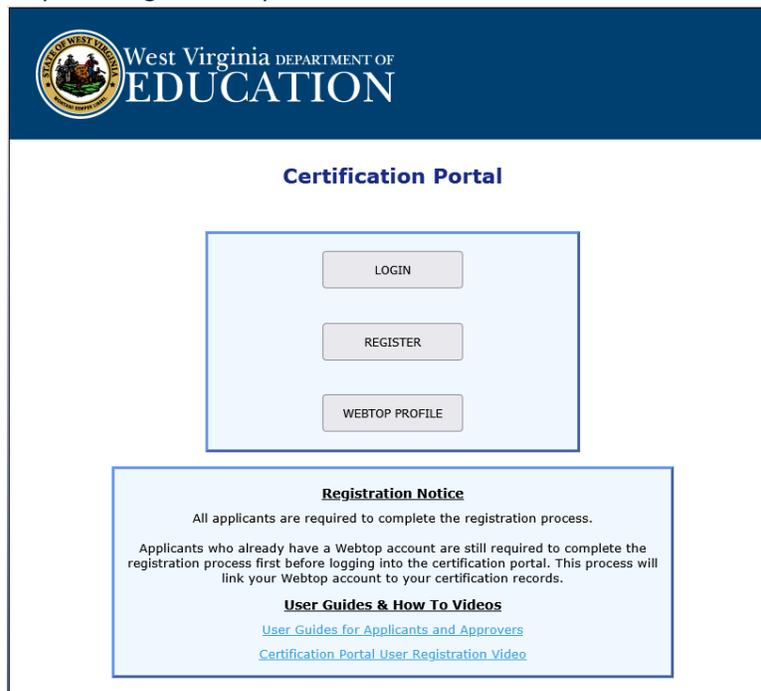
The registration process will ask the candidate several questions to determine if the candidate has a West Virginia Department of Education certification record. If the candidate is not in the system, the process will assist the candidate in creating the candidate certification record. If the system 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:
Password:

Submit

Forgot user name and/or password?

Candidate Dashboard

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

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 renewal application process, the candidate will see the following screen and the candidate will select "Renew."

THE CANDIDATE WILL SELECT THE OPTION TO RENEW OR CONVERT THE CERTIFICATE BASED UPON THE REQUIREMENTS BELOW

I want to...

○ Renew my professional administrative certification that has been issued for five (5) years.
○ Renew my professional administrative certification that has been issued for one (1) year.
○ Convert to a permanent professional administrative certificate.
   View Requirements

Administration Renewal Requirements (On-Line Form 4A)

- ✓ A candidate that holds or held a five-year administrative certificate (Certificate 09 or 01), a Master's Degree, and 3.0 hours of coursework since the issuance of the expiring certificate that is not over 5 years old would be eligible to renew for a one-year certificate.

- ✓ A candidate that holds or held a five-year administrative certificate (Certificate 09 or 01), a Master's Degree, and 6.0 hours of coursework since the issuance of the expiring certificate that is not over 5 years old or a Master's +30, or Age of 60, would be eligible to renew the certificate for five years.

- ✓ A candidate who has two years of full-time experience combined with three other years of educational experience (with at least one year full-time in West Virginia as an Administrator, Supervisor of Instruction, or Superintendent) would be eligible for a permanent administrative certificate without any additional coursework.

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.
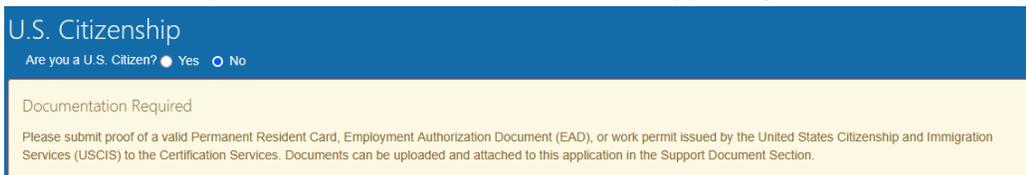
U.S. Citizenship
Are you a U.S. Citizen? ● Yes ○ No

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.
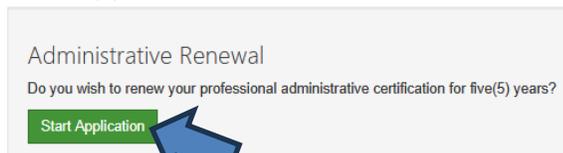
IF THE CANDIDATE HAS SELECTED TO RENEW FOR ONE YEAR OR FIVE YEARS, SELECT START APPLICATION

I want to...

● Renew my professional administrative certification that has been issued for five (5) years.
○ Renew my professional administrative certification that has been issued for one (1) year.
○ Convert to a permanent professional administrative certificate.
   View Requirements

Start Application

Administrative Renewal
Do you wish to renew your professional administrative certification for five(5) years?
[Start Application]

IF THE CANDIDATE HAS NOT COMPLETED TWO YEARS OF FULL-TIME EXPERIENCE AS AN ADMINISTRATOR ON THE ADMINISTRATIVE CERTIFICATE WITH ONE YEAR IN WEST VIRGINIA, THE APPLICATION WILL NOT MOVE FORWARD AND WILL NEED TO BE RENEWED

IF THE CANDIDATES HAS SELECTED TO CONVERT TO A PERMANENT CERTIFICATE, THE WORK EXPERIENCE QUESTION WILL APPEAR
IF THE CANDIDATE HAS NOT MET THE TWO YEARS OF FULL-TIME EXPERIENCE, THE APPLICATION WILL NOT MOVE FORWARD

I want to...

○ Renew my professional administrative certification that has been issued for five (5) years.
○ Renew my professional administrative certification that has been issued for one (1) year.
● Convert to a permanent professional administrative certificate.
View Requirements

Work Experience in Education

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 five (5) years of educational experience, which includes two (2) years administrative experience, and one (1) of those years full time administrator in West Virginia?
● Yes   ○ No

A minimum of 2 years administrative experience must be documented

Click START APPLICATION TO CONVERT TO A PERMANENT CERTIFICATE

Start Application

Permanent Administrative Certificate
Do you wish to convert your application to permanent?

Start Application

Edit ANY PERSONNEL INFORMATION THAT NEEDS ADDED OR CORRECTED FOR THE RENEWAL OR PERMANENT CERTIFICATE APPLICATION

Form 04A Administrative Renewal
Convert to Permanent Certificate

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 [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.

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

Select files...

[Add Disclosure]

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 [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 candidate may not edit or delete a legal disclosure once it has been submitted for approval.

Enter FULL-TIME EXPERIENCE IF THE OPTION TO CONVERT TO A PERMANET WAS SELECTED
IF STILL EMPLOYED IN CURRENT POSITION, ENTER THE END DATE OF THE CURRENT SCHOOL YEAR
AFTER ALL INFORMATION WAS ENTERED CLICK ADD

Add Work Experience

Experience Type	**Specific Assignment**
○ Education Experience	ASSISTANT PRINCIPAL
Start Date	**Grade Level Assignment**
8/1/2003	HUNTINGTON HIGH SCHOOL
End Date	**State**
6/30/2006	West Virginia ▼
	Employing District
	Cabell ▼

Cancel   Add

Select THE RENEWAL OPTION AVAIALBLE TO RENEW OR CONVERT THE CERTIFICATE THAT HAVE BEEN COMPLETED

Renewal Options

Select one renewal option.

○ Five (5) years of educational experience, which includes two (2) years administrative experience, and one (1) of those years a full time administrator in West Virginia (as defined in WVBE Policy 5202).

Select THE WEST VIRGINIA SCHOOL SYSTEM WHERE THE CANDIDATE HAS BEEN EMPLOYED WITHIN THE LAST TWELVE MONTHS

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 withing the past months.
County/District Information

Select County	▼
	🔍

Select County

	APPL
No County	
Barbour	
Berkeley	

IFTHE CANDIDATE HAS NOT BEEN EMPLOYED IN A WEST VIRGINIA SCHOOL SYSTEM WITHIN THE LAST TWELVE MONTHS, SELECT NO COUNTY

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 withing the past months.
County/District Information

Select County	▼
	🔍

Select County

	APPL
No County	

Select DOCUMENTS REQUIRED TO COMPLETE THE APPLICATION UNDER SUPPORTING DOCUMENTS IF NEEDED

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
- Age Verification Documentation
- Citizenship Documentation
- Driving Record and License (Drivers Ed Applicants Only)
- Form 4B
- Name Change Documentation

No Supporting Documents

Select REVIEW APPLICATION TO REVIEW THE APPLICATION

Review

Review Application

Please take some time to review your application before submitting.

Review

Select SUBMIT TO SEND THE APPLICATION TO THE COUNTY OF EMPLOYMENT OR STRAIGHT TO PAYMENT IF THE CANDIDATE HAS NOT BEEN EMPLOYED IN THE LAST TWELVE MONTHS

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

Applications

1 Active Applications.

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.

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: 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.

Approval Process

Once you have submitted your renewal application to the county superintendent for approval, you will notice that your status has changed from "Not Submitted" to "Pending Institution" and you also have the addition of a "Holds" button. *Please Note: The picture below describes just an example of a type of form that may be listed and may not be the one you are renewing.*

Clicking the ⚠ button allows you to view any holds placed on the application. You will notice in the figure below that a hold has been placed on the application letting you know it is pending county superintendent approval.

The "Hold Date" column states when the hold was placed on the application and the "Resolved" column lets you know when the hold was removed. Clicking the [View] allows you to view the submitted application, but you will be unable to make any changes while the application is under review.

Now that you have submitted your renewal application for approval, the application can either be approved, denied or sent back by the approving county.

Approved

If your application has been approved, you will receive an email informing you of such and you that you must now login to your dashboard to pay for any fees associated with the application. The figure below shows an example of an application that has been approved by the county and is pending payment.

Teacher Renewal - 3yrRenewal	01/11/2017		1	2	3		✔	Pay Now
		Pending Payment						

Pay Now

Clicking the Pay Now button adds the application to the cart and directs you to the Application Cart page.

Payment Process

The Application Cart Page includes the application type, date submitted and fee amount for the application you are making a payment for. As additional credentials become available to apply or renew online, you will have the ability to pay for multiple applications simultaneously.

Application Cart

Application Type ^	Date Submitted	Fee Amount	
Form 39 Temporary Authorization	04/19/2016	$35.00	Remove

Total: $35.00

Add Additional Application   Checkout

Click the Checkout button to continue the payment process.

Once payment has been made, you will notice in the figure below that once again the status for the application has changed. Your Application has now been sent to the WVDE for approval.

If approved, you will once again receive an email stating that your application has been approved by the WVDE and the renewal process is complete. The next time you access your dashboard, you will now see a status of "Approved Application".

| 1	2	3	4	5

Approved Application

Denied

All denied applications will show a status of denied and by whom. The example below shows an application that was denied by the county.

| Form 39 Temporary Authorization	04/21/2016	04/21/2016		1	2		✔	View
			County Denied					

Sent Back

There will be times when the approving entity cannot approve your application due to the fact additional information is required. The applicant to allow you to make the necessary changes requested can now edit all applications that have been sent back. The picture below shows an application that has been sent back by the county because more information is needed regarding a legal disclosure.
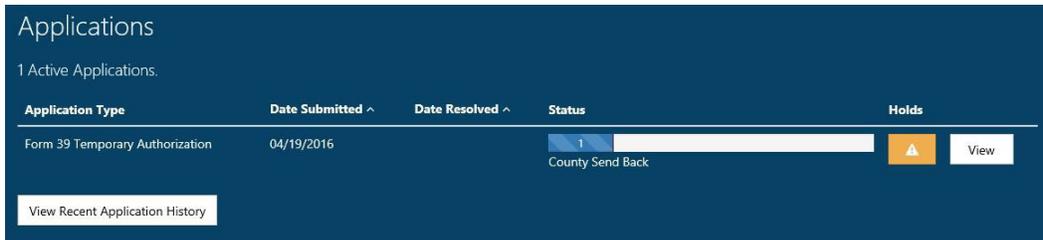
Click the [View] button to determine what changes are required.

As you can see below Question 1 of the legal disclosures section requires more information. You may now either edit the application by clicking the [Edit] button and/or provide an additional narrative and upload files by clicking the [Provide Additional Information] button.
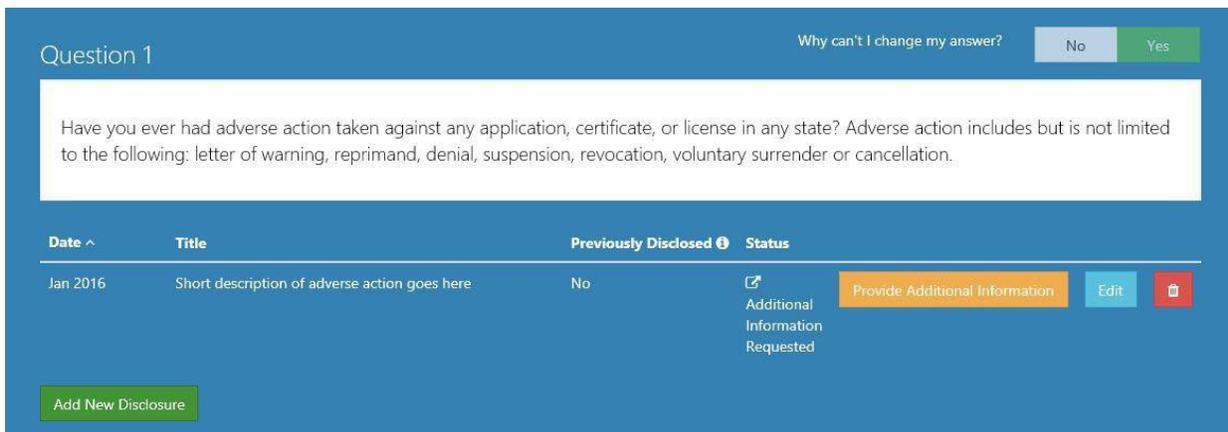
Congratulations, you now have a basic understanding of how to complete renewal certificate application online. If you require further assistance, please contact the WVDE, Office of Certification at 304-558-7010.