Office of Certification

Renewal
Professional Teaching, Student
Support, Administrative Non-
United States Citizen Certificates
(Form 4NA, 4NS, 4NT)

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.
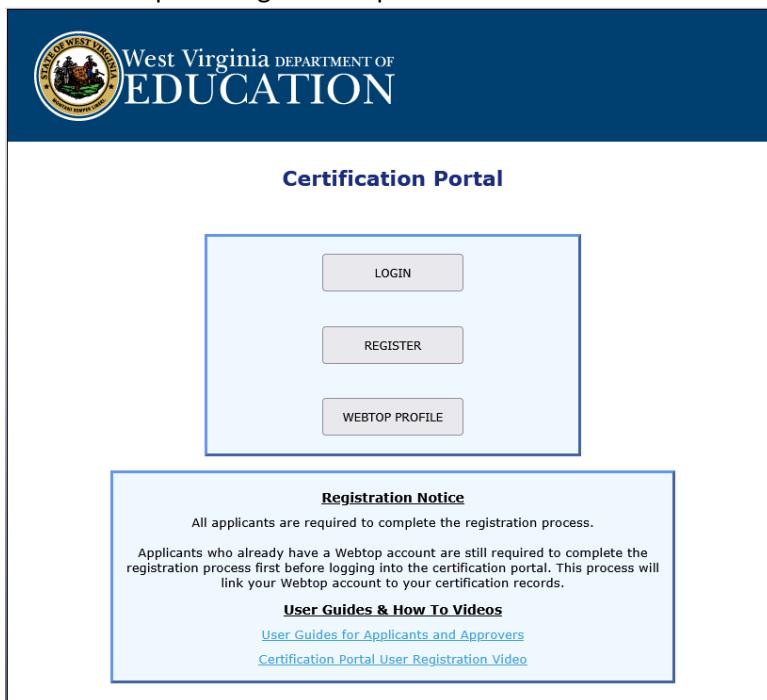
The registration process will ask the candidate several questions to determine if the candidate has a West Virginia Department of Education certification record. If the candidate is not in the system, the process will assist the candidate in creating the candidate certification record. If the system 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.

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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 teaching application process for Non-United States Citizens, the candidate will see the following screen and the candidate will select "Renew."

▸	65-1 Permit for Non-United States Citizen	Renew
▸	90-1 Long Term Substitute Permit	Application Pending
▸	99-1 Short Term Substitute Permit	Application Pending

To begin the renewal student support application process for Non-United States Citizens, the candidate will see the following screen and the candidate will select "Renew."

▸	66-1 Service Certificate for Non-United States Citizen	Renew
▸	67-1 Administrative Certificate for Non-United States Citizen	Renew
▸	90-1 Long Term Substitute Permit	Application Pending

To begin the renewal administrative application process for Non-United States Citizens, the candidate will see the following screen and the candidate will select "Renew."

▸	66-1 Service Certificate for Non-United States Citizen	Renew
▸	67-1 Administrative Certificate for Non-United States Citizen	Renew
▸	90-1 Long Term Substitute Permit	Application Pending

THE CANDIDATE WILL SELECT THE OPTION TO RENEW THE NON-UNITED STATES TEACHING CERTIFICATE BASED UPON THE REQUIREMENTS BELOW FOR EITHER ONE OR THREE YEARS.

I want to...

○ Form 4NT - Renew my Professional Teaching certification that has been issued for three (3) years.
○ Form 4NT - Renew my Professional Teaching certification that has been issued for one (1) year.

THE CANDIDATE WILL SELECT THE OPTION TO RENEW THE NON-UNTED STATES CITIZEN STUDENT SUPPORT CERTIFICATE BASED UPON THE REQUIREMENTS BELOW FOR EITHER ONE OR THREE YEARS.

I want to...

○ Form 4NS - Renew my Professional Student Support certification that has been issued for three (3) years.
○ Form 4NS - Renew my Professional Student Support certification that has been issued for one (1) year.

THE CANDIDATE WILL SELECT THE OPTION TO RENEW THE NON-UNTED STATES CITIZEN ADMINISTRATIVE CERTIFICATE BASED UPON THE REQUIREMENTS BELOW FOR EITHER ONE OR THREE YEARS.

I want to...

○ Form 4NA - Renew my Professional Administration certification that has been issued for three (3) years.
○ Form 4NA - Renew my Professional Administraction certification that has been issued for one (1) year.

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.

Start Application

Three (3) Year Non-US Citizen Teaching Renewal
Do you wish to renew your Non-US Citizen Professional Teacher Certificate issued for Three (3) years?

[Start Application]

OR

Start Application

Three (3) Year Non-US Citizen Student Support Renewal
Do you wish to renew your Non-US Citizen Student Support Certificate issued for Three (3) years?

[Start Application]

OR

Start Application

Non-US Citizen Administrative Renewal for Three (3) Years
Do you wish to renew your Non-US Citizen Administrative Certificate issued for Three (3) years?

[Start Application]

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

Form 04NT Teacher Renewal - Non-US Citizen

Three (3) Year Renewal

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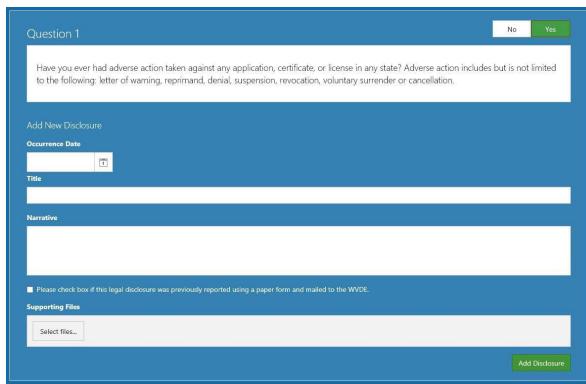
The example legal disclosure shows [Yes] for Question 1. The Occurrence Date, Title, Narrative, Previously Reported and Supporting Files are required in order to add the disclosure.

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.

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.

[View Disclosure Details]

Date ^	Title	Previously Disclosed ❶	Status		
Jan 2016	Short description of adverse action goes here	No	No	Edit	🗑

[Add New Disclosure]

Select THE RENEWAL OPTION AVAIALBLE TO RENEW

Renewal Options

Select one renewal option.

- ○ I am submitting six (6) semester hours of coursework related to the public school program or have completed WVDE WVLearns eligible courses.
- ○ Master's plus 30 hours Salary Classification or greater (six (6) semester hours not required).
- ● I have reached age sixty (60) or above (must provide a copy of birth certificate or official government issued documentation).

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	CNTY
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

Select REVIEW APPLICATION TO REVIEW THE APPLICATION

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

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

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.

Click CHECK OUT

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

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

DISCOVER MC **VISA**

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.*

Applications

1 Active Applications.

Application Type	Date Submitted ⌃	Date Resolved ⌃	Status	Holds	
Form 39 Temporary Authorization	04/19/2016		1 2 Pending County	⚠	View

[View Recent Application History]

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.

Application Holds			
Reason	**Remarks**	**Hold Date** ^	**Resolved** ^
Signature - Signature of County or Program Director required		04/19/2016	

Showing 1 to 1 of 1 entries

Previous   Next

Close

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 County Denied	✔	View

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.

Applications

1 Active Applications.

Application Type	Date Submitted ^	Date Resolved ^	Status	Holds	
Form 39 Temporary Authorization	04/19/2016		1 County Send Back	⚠	View

View Recent Application History

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.