



West Virginia DEPARTMENT OF EDUCATION

Office of Certification

Renewal/Conversion/Permanent Professional Teaching Certificate (Form 4T)

Candidate User Guide

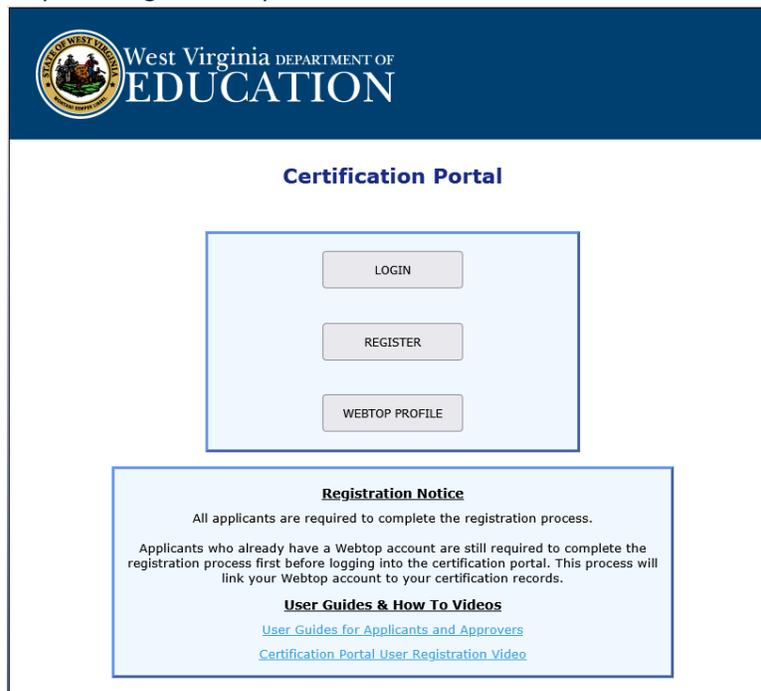
The Office of Certification created this user guide to provide detailed instructions for candidates to apply for a professional certificate renewal through the WVEAP online system.

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://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.

The screenshot shows the top header of the West Virginia Department of Education website. On the left is the state seal. To its right, the text reads "West Virginia DEPARTMENT OF EDUCATION". Below this, the page title "Certification Portal Registration" is centered. A light blue box contains the following text: "Applicant Registration", "Applicants who are applying for certification in West Virginia must first complete this Certification Portal Registration process to establish your user account.", a "Start Portal Registration" button, a red heading "*** Important Message *** Certification Approvers", and a note for approvers to contact the Office of Certification for account creation or access.

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.

The login form is a light gray box with two input fields: "User Name or Email:" and "Password:". A "Submit" button is located to the right of the password field. Below the form is a blue link that says "Forgot user name and/or password?".

Candidate Dashboard

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

Application Type	Date Submitted ^	Date Resolved ^	Status	Holds
Form 20T Original Teacher	07/20/2016		1 Send Back	1 View
Form 20T Original Teacher	08/18/2016		1 2 Pending Institution	2 View
Form 20T Original Teacher	10/21/2016		1 2 Pending Institution	2 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 renewal application process, the candidate will see the following screen and the candidate will select "Renew."

> 01-1 Professional Administrative Certificate	Renew
> 21-1 Professional Teaching Certificate	Renew
> 31-1 Professional Student Support Certificate	Application Pending

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

I want to...

- Renew my professional teaching certification that has been issued for three (3) years.
- Renew my professional teaching certification that has been issued for one (1) year.
- Convert three (3) year professional teaching certificate to a five (5) year professional teaching certificate.
[View Requirements](#)
- Convert to a permanent teaching certificate.
[View Requirements](#)

Teacher Renewal Requirements (On-Line Form 4T)

- ✓ A candidate that holds or held a three-year certificate (Certificate 21-1 or 21-2 or 22-1 or 22-2, or 26), a Bachelor's or 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 three-year certificate (Certificate 21), a Bachelor's or 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 three-year certificate.
- ✓ A candidate that holds or held a non-transferable certificate (Certificate 26), can only renew the certificate for three years with 6.0 hours of coursework since the issuance of the expiring certificate that is not over 5 years old, an MA+30, or reached the age of 60. Once a candidate completes a national-normed Teacher Performance Assessment (edTPA) or has reached five years of full-time experience with one year minimum full-time in West Virginia and 6.0 hours of coursework, an MA+30, or reached the age of 60, they can apply to convert your certificate and move forward to a Five-Year or Permanent Certificate.
- ✓ A candidate that holds or held a three-year certificate (Certificate 21), a Bachelor's or Master's Degree, Two Years of Full-Time Teaching Experience (with one year minimum in West Virginia public schools or accredited non-public school as listed in Policy 2330, and completed the Beginning Educator Internship/Induction or were declared exempt by a county school system or WVBE Policy 5202, 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 for a Five-Year Teaching Certificate.
- ✓ A candidate that holds or held a five-year certificate (Certificate 22-1 or 22-2), a Bachelor's or 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 five-year certificate if they have not met the experience requirement.
- ✓ A candidate that holds or held a three-year certificate (Certificate 21-1 or 21-2) a Master's Degree, five years of full-time teaching experience with one year minimum in West Virginia public schools or accredited non-public school as listed in Policy 2330, and completed the Beginning Educator Internship/Induction or were declared exempt by a county school system or WVBE Policy 5202, 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, they would be eligible for a Permanent Teaching Certificate.
- ✓ A candidate that holds or held a five a five-year certificate (Certificate 22), a Master's Degree, five years of full-time teaching experience with one year minimum in West Virginia public schools or accredited non-public school as listed in Policy 2330, and completed the Beginning Educator Internship/Induction or were declared exempt by a county school system or WVBE Policy 5202, they are eligible for a permanent certificate with no coursework required.
- ✓ A candidate that holds or held a Bachelor's Degree, two, five-year certificates (Certificate 22) issued for five years each, six hours of coursework taken since the issuance of the expiring certificate and cannot be over five years old, or Age of 60, and five years of full-time teaching experience including two years of full-time teaching experience in the endorsement area with one year minimum in West Virginia public schools or accredited non-public school as listed in Policy 2330, and completed the Beginning Educator Internship/Induction or were declared exempt by a county school system or WVBE Policy 5202, may apply for a Permanent Certificate.

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 THREE YEARS, SELECT START APPLICATION

I want to...

- Renew my professional teaching certification that has been issued for three (3) years. 
- Renew my professional teaching certification that has been issued for one (1) year. 
- Convert three (3) year professional teaching certificate to a five (5) year professional teaching certificate. [View Requirements](#)
- Convert to a permanent teaching certificate. [View Requirements](#)

Start Application

Three (3) Year Teaching Renewal
 Do you wish to renew your Professional Teaching Certificate issued for Three (3) years?
 

IF THE CANDIDATES HAS SELECTED TO CONVERT THE THREE-YEAR CERTIFICATE TO A FIVE-YEAR CERTIFICATE, BEGINNING EDUCATOR INTERNSHIP/INDUCTION (COUNTY MENTOR PROGRAM) AND WORK EXPERIENCE QUESTIONS WILL APPEAR

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

I want to...

- Renew my professional student support certification that has been issued for three (3) years.
- Renew my professional student support certification that has been issued for one (1) year.
- Convert three (3) year professional student support certificate to a five (5) year professional teaching certificate.  [View Requirements](#)
- Convert to a permanent student support certificate. [View Requirements](#)

Beginning Educator Internship/Teacher Induction

Do not include student teaching.

- I have completed a West Virginia Beginning Educator Internship/Teacher Induction as pursuant to WV code 10-A-3-3.
- I have completed an Out-Of-State Beginning Educator Internship/Teacher Induction as pursuant to WV code 10-A-3-3.
- Exempt from Beginning Educator Internship/Teacher Induction - I have a minimum of 5 years Out-Of-State teaching experience.
- Exempt from Beginning Educator Internship/Teacher Induction - I have National Board Certification that is reflected on a WV certificate.
- Exempt from Beginning Educator Internship/Teacher Induction - I have held a West Virginia initial teaching certificate effective prior to Jan 1, 1992.
- Exempt from Beginning Educator Internship/Teacher Induction - I have held an out-of-state initial teaching certificate effective prior to Jan 1, 1992 (documentation is required).
- None of the above options apply.

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 two (2) years of educational experience with at least one (1) of those years full time in West Virginia?

Yes No



Click START APPLICATION TO CONVERT TO A FIVE-YEAR CERTIFICATE

Start Application

Five (5) Year Teaching Conversion

Do you wish to convert your three (3) year professional teaching certificate to a five (5) year professional teaching certificate?

[Start Application](#)



IF THE CANDIDATES HAS SELECTED TO CONVERT TO A PERMANENT CERTIFICATE, THE BEGINNING/EDUCATOR INTERNSHIP AND WORK EXPERIENCE QUESTION WILL APPEAR IF THE CANDIDATE HAS NOT COMPLETED AN INTERNSHIP/INDUCTION (COUNTY MENTOR PROGRAM), NOR MEET THE TWO YEARS OF FULL-TIME EXPERIENCE, THE APPLICATION WILL NOT MOVE FORWARD

I want to...

- Renew my professional teaching certification that has been issued for three (3) years.
 - Renew my professional teaching certification that has been issued for one (1) year.
 - Convert three (3) year professional teaching certificate to a five (5) year professional teaching certificate.
[View Requirements](#)
 - Convert to a permanent teaching certificate.
[View Requirements](#)
- 

Select THE CANDIDATE'S UNITED STATES CITIZENSHIP STATUS

U.S. Citizenship

Are you a U.S. Citizen?

Yes No

Beginning Educator Internship/Teacher Induction

Do not include student teaching.

- I have completed a West Virginia Beginning Educator Internship/Teacher Induction as pursuant to WV code 10-A-3-3.
- I have completed an Out-Of-State Beginning Educator Internship/Teacher Induction as pursuant to WV code 10-A-3-3.
- Exempt from Beginning Educator Internship/Teacher Induction - I have a minimum of 5 years Out-Of-State teaching experience.
- Exempt from Beginning Educator Internship/Teacher Induction - I have National Board Certification that is reflected on a WV certificate.
- Exempt from Beginning Educator Internship/Teacher Induction - I have held a West Virginia initial teaching certificate effective prior to Jan 1, 1992.
- Exempt from Beginning Educator Internship/Teacher Induction - I have held an out-of-state initial teaching certificate effective prior to Jan 1, 1992 (documentation is required).
- None of the above options apply.

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 5 years of educational experience? Do you have 2 years in the endorsement area and at least one year full time in West Virginia?

Yes No



Click START APPLICATION TO CONVERT TO A PERMANENT CERTIFICATE

Start Application

Permanent Teaching 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 04T Teacher Renewal
Convert to Permanent 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



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

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 **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? 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.

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.

[View Disclosure Details](#)

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

[Add New Disclosure](#) [Edit](#)

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

Work Experience Verification

Please provide verification of experience needed to convert a certificate or apply for a permanent certificate.

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

[Add Work Experience](#)

Add Work Experience

Experience Type
 Education Experience

Start Date

End Date

Specific Assignment

Grade Level Assignment

State

Employing District

Add Work Experience

Experience Type
 Education Experience

Start Date

End Date

Specific Assignment

Grade Level Assignment

State

Employing District

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

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 WVLeans eligible courses.
- Master's plus 30 hours Salary Classification or greater (six (6) semester hours not required).
- Six (6) semester hours of coursework prescribed by the county as a result of an evaluation.
- I have reached age sixty (60) or above (must provide a copy of birth certificate or official government issued documentation).
- National Board for Professional Teaching Standards Certification reflected on a West Virginia Credential

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 within the past months.

County/District Information

Select County

Select County

No County

Barbour

Berkeley

APPL

IF THE 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 within the past months.

County/District Information

Select County

Select County

No County

APPL

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

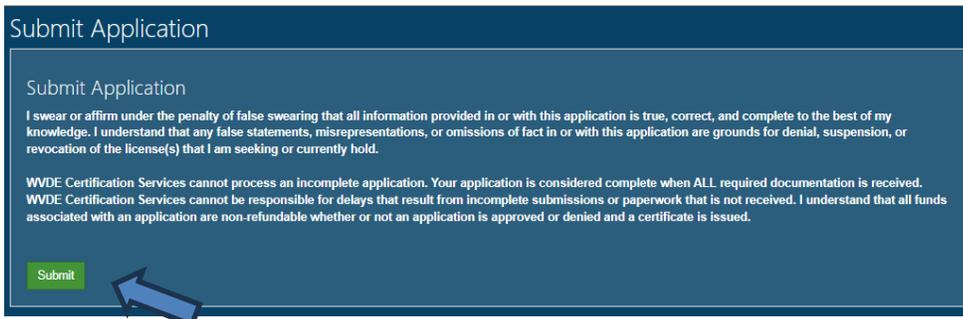
Name Change Documentation

No Supporting Documents

Select REVIEW APPLICATION TO REVIEW THE APPLICATION

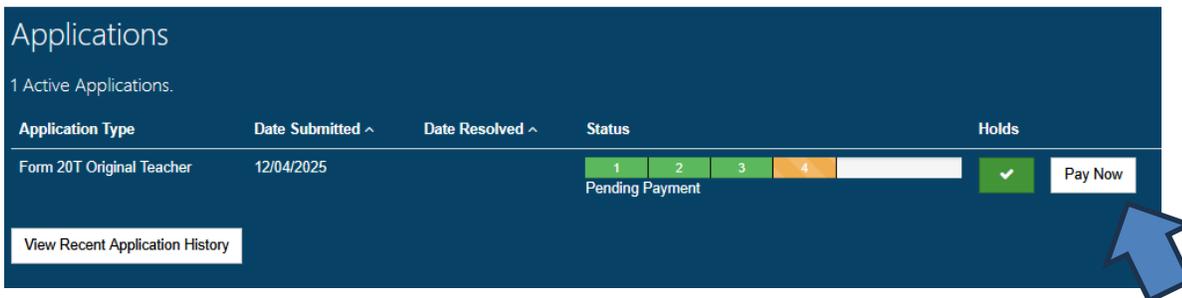


Select SUBMIT TO SEND THE APPLICATION TO THE COUNTY OF EMPLOYMENT OR STRAIGHT TO PAYMENT IF THE CANDIDATE HAS NOT BEEN EMPLOYED IN THE LAST TWELVE MONTHS



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.

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:

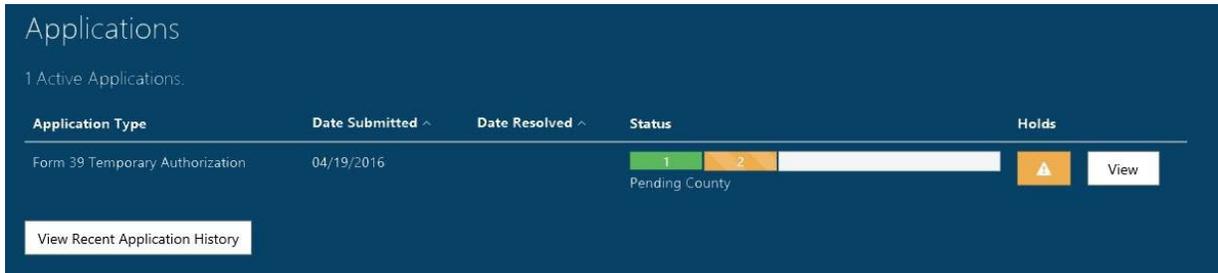
Pay Cancel



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

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.

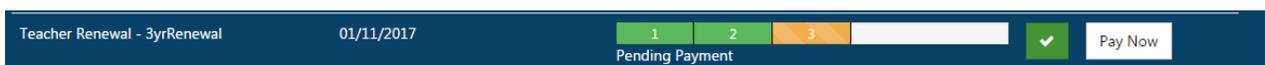


The “Hold Date” column states when the hold was placed on the application and the “Resolved” column lets you know when the hold was removed. Clicking the  allows you to view the submitted application, but you will be unable to make any changes while the application is under review.

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.



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 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
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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.

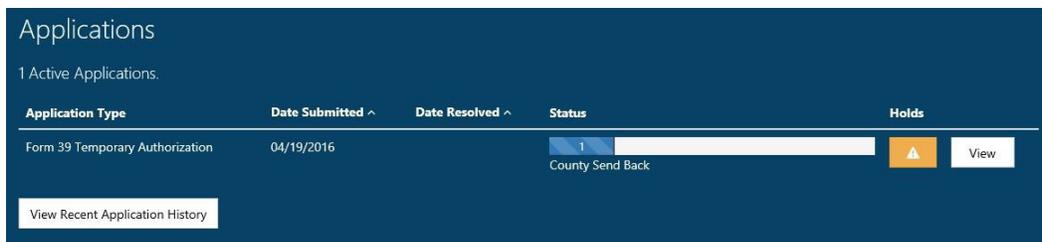
Form 39 Temporary Authorization	04/21/2016	04/21/2016	1	2		View
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County Denied

Sent Back

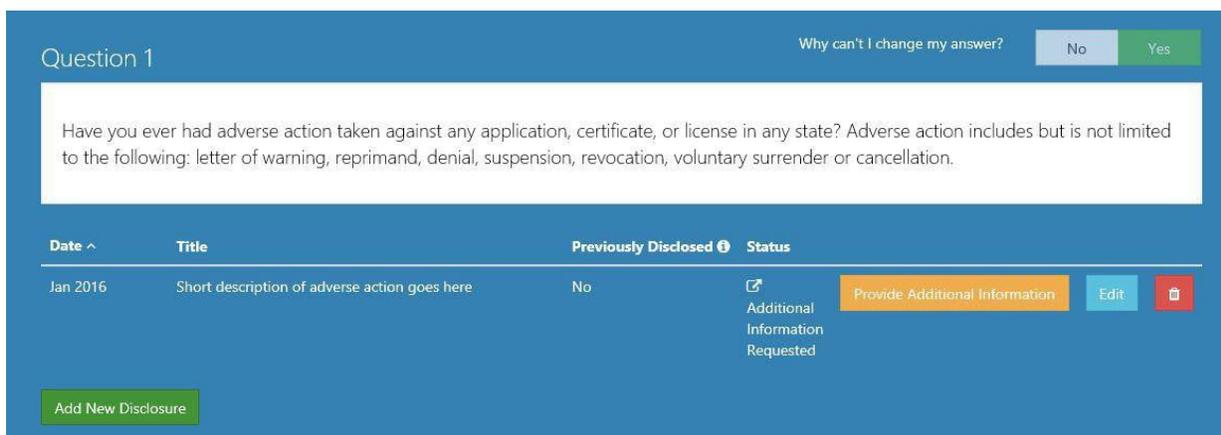
There will be times when the approving entity cannot approve your application due to the fact additional information is required. The applicant to allow you to make the necessary changes requested can now edit all applications that have been sent back. The picture below shows an application that has 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.