



# West Virginia DEPARTMENT OF EDUCATION

## Form 12

### Advanced Degree/Salary Recognition

### County School System Approval Process

The West Virginia Department of Education, Office of Certification created this user guide to provide detailed instructions for county officials on how to process pending applications submitted through the WVEAP online system.

LOG-IN TO THE WVDE ON-LINE CERTIFICATION SYSTEM AT <https://wveis.k12.wv.us/certportal>

## 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"/>	
<a href="#">Forgot user name and/or password?</a>	

Once logged into the on-line system, the Dashboard is displayed reflecting all pending applications for the county and search options to view previous applications assigned to the county which allows authorized users to search for current or past applications by using the filters provided. Users may use one or more of the search options to locate specific applications.

New approval request(s) are listed first by default.

The **License Number** allows a search by the candidate's license number.

The **Application Status** allows a search for applications by selecting ALL from the drop-down menu.

The **Submitted Date** column reflects the date the application was submitted to the IHE for approval.

The **Resolved Column** reflects the date the application was approved by the Office of Certification.

The **Entity Column** reflects the current location of the application in the process of approval.

The **Status Column** reflects the step in the approval process to review.

 West Virginia DEPARTMENT OF  
EDUCATION

Cabell and 2 more Counties Applications

First Name	Application Status
<input type="text"/>	Pending County Approval
Last Name	Application Type
<input type="text"/>	Select Application Type...
License Number	Date Submitted
<input type="text"/>	From <input type="text"/> To <input type="text"/>
	Date Resolved
	From <input type="text"/> To <input type="text"/>
<input type="button" value="Search"/>	

7 Pending Applications

Name ^	License	Type	Submitted	Resolved	Entity	Status	Holds	
Applicant1	A8L140200254	Form 02L Long-Term Substitute (Initial)	10/20/2025		Cabell	<div style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 5px;">1</div> <div style="background-color: #ffc107; color: black; padding: 2px 5px; border-radius: 5px;">2</div>	 	
Charlie Test	R5W148000076	Form 39 Initial Temporary Authorization for Coaches, Athletic Training, & Limited Sports Trainer	08/04/2025		Cabell	<div style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 5px;">1</div> <div style="background-color: #ffc107; color: black; padding: 2px 5px; border-radius: 5px;">2</div>	 	
Donald Test	T9A139200110	Form 20R Original Teacher (Reciprocity)	02/19/2025		Cabell	<div style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 5px;">1</div> <div style="background-color: #ffc107; color: black; padding: 2px 5px; border-radius: 5px;">2</div>	 	

**Click THE VIEW ICON TO VIEW THE APPLICATION DETAILS AND BEGIN THE APPROVAL PROCESS**

Brad Test	T3B140400141	Form 04 Teacher Renewal - Permanent	12/12/2025	Cabell	 Pending County	
Brad Test	T3B140400141	Form 12 Advanced Degree/ Salary Class	12/12/2025	Cabell	 Pending County	
Brad Test	T3B140400141	Form 45 NBPTS Recognition Initial	12/12/2025	Cabell	 Pending County	



After clicking the  icon, you will now see details for the candidate requesting approval of their application and the type of application to approve.

### Form 12 Advanced Degree/Salary Classification

#### 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

The candidate is required to answer all legal disclosure questions when completing an application. Questions answered as "Yes" will include additional information regarding the disclosure.

Legal Disclosures

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.

Date	Title	Previously Disclosed	Status
Feb 2016	Adverse Action Taken	No	Not Reviewed by Institution



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, or otherwise left employment as a result of alleged misconduct?

Question 4

Is an action now pending against you for alleged misconduct in any school district, court, or before any educator licensing agency?

The example legal disclosure shows that the candidate answered “Yes” to Question 1. The Date, Title, Previously Disclosed and Status are listed for each disclosure along with the ability to view disclosure details.

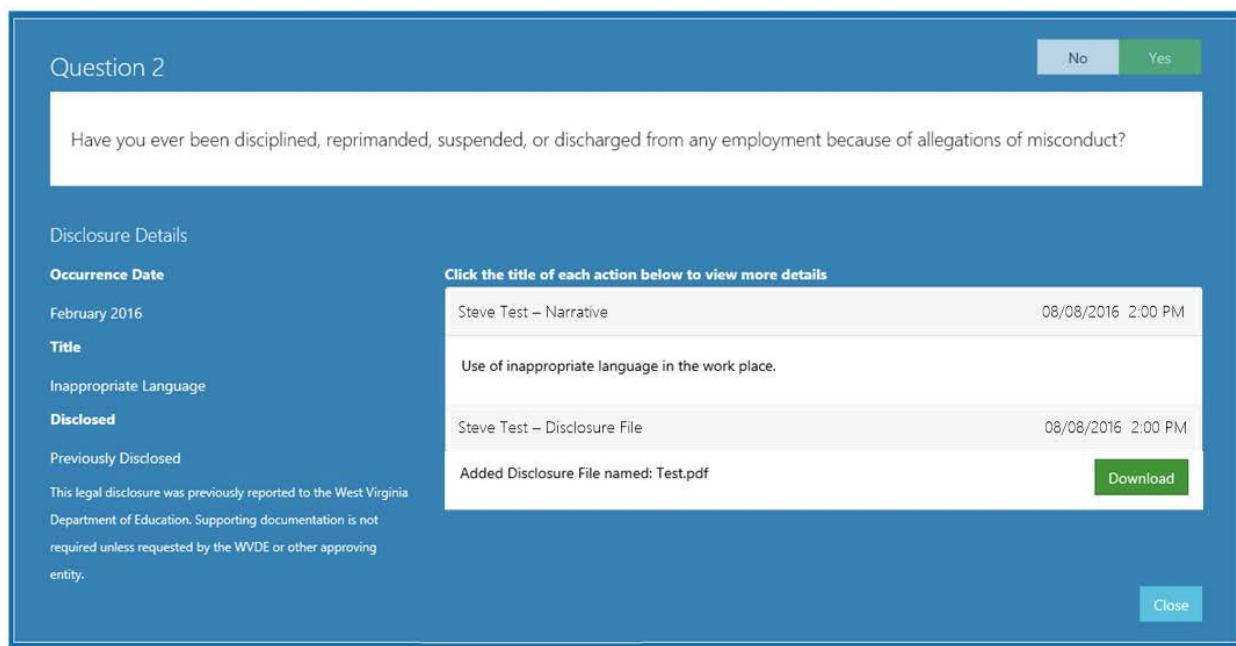
The previously disclosed section signifies the disclosure was previously reported to the WVDE during a prior application using the on-line system. Candidates are required to report all legal disclosures the first time using the online system, but are not required to provide additional documentation

Clicking the  icon enables the user to view disclosure details.

After clicking the  icon for the disclosure, you will see the information submitted for that disclosure.

When additional documentation is requested by the Office of Certification, the documents must be uploaded by the county through <https://wveis.k12.wv.us/certupload>.

When an application is in SEND BACK mode from the Office of Certification and the county does not wish to proceed with the application, do not reject the application. Contact the legal coordinator in the Office of Certification for assistance.



The screenshot shows a modal window for "Question 2". At the top, there are "No" and "Yes" buttons. The main question is: "Have you ever been disciplined, reprimanded, suspended, or discharged from any employment because of allegations of misconduct?" Below the question, there is a "Disclosure Details" section. It includes fields for "Occurrence Date" (February 2016), "Title" (Inappropriate Language), and "Disclosed". The "Disclosed" section contains a table with two rows. The first row shows "Steve Test – Narrative" with the date "08/08/2016 2:00 PM". The second row shows "Use of inappropriate language in the work place." The second row is highlighted. The third row shows "Steve Test – Disclosure File" with the date "08/08/2016 2:00 PM". The fourth row shows "Added Disclosure File named: Test.pdf". A "Download" button is next to the fourth row. At the bottom of the modal is a "Close" button.

The candidate's United States Citizenship status is now displayed.



The screenshot shows a modal window for "U.S. Citizenship". The title is "U.S. Citizenship". The question is "Are you a U.S. Citizen?". The answer is "Option Selected" and "Yes".

If the candidate is not a United States Citizen, the candidate must provide documentation of their 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.

The EMPLOYING COUNTY section will display reflecting your county as the county of employment.

## County Information

Are you employed or have you been employed by a WV school system in the last 12 months?

### County

Select County



The Current Salary Class Reflected on the Certificate is displayed.

## Current Professional Salary Classification

Masters Degree

The requested Advanced Salary/Degree Recognition is displayed.

## Advanced Salary Classification Options

### Option Selected

MA+30 (Minimum 60 Total Hours)

The coursework the candidate is claiming will is displayed

## Coursework

List all courses below that are being claimed for the advanced salary level. Official seal-bearing transcripts are required for all hours being claimed for salary. If you include undergraduate level hours, please note that those hours are limited to a maximum of fifteen (15) semester hours completed after the issuance of an initial WV professional teaching, student support, or administrative certificate. All other hours claimed for salary must be appropriate graduate level semester hours.

Any coursework displayed in quarter hours from accredited institutions will be converted to semester hours at a 3:2 ratio for counting purposes, as required by WVBE Policy 5202.

\*\* Contact WVDE Office of Certification if your institution is not listed.

State ^	College	Eligible Undergrad Hours	Graduate Hours	Recognized Undergrad Hours	Recognized Graduate Hours	Date Completed
West Virginia	Marshall U	0	15	0	0	July 2024

Any supporting documents the candidate has uploaded will be displayed for review.

## Supporting Documents

No Supporting Documents

Application History will reflect the date and time the candidate started the application and the date and time the application was approved by the candidate before forwarding to the county.

## Application History

Click the title of each action below to view more details

Brad Test - Application Started	12/04/2025 12:03 PM
Brad Test - Application Submitted	12/04/2025 1:10 PM
IHEA Test - Institution Review	12/05/2025 7:59 AM

The Review Application section begins the approval process and validation of the candidate's character for the county to approve or reject the application as well as provide any comments related to the approval or rejection of the application should it be required.

If the candidate has not been offered employment in the county the application must be rejected.

Do not select the SENT BACK option as that is reserved for the Office of Certification.

### Review Application

I certify that I have reviewed and can attest to the accuracy and truthfulness of the information provided in this application. When necessary, I have included documentation verifying this information. I have reviewed the disclosure of background information, and, to the best of my knowledge, the applicant is of good moral character and is physically, mentally, and emotionally qualified to perform the duties of a teacher. I recommend that s/he be granted certification.

This application has been:

Choose One

Approved

Rejected

Sent Back

Comments (For Internal Use Only)

Internal Comments can be seen by County, Institution, and WVDE Approvers.

**Click APPROVED IF THE CANDIDATE IS EMPLOYED OR HAS BEEN OFFERED EMPLOYMENT AS A RESTRICTED SHORT-TERM SUBSTITUTE IN THE COUNTY**

### Review Application

I certify that I have reviewed and can attest to the accuracy and truthfulness of the information provided in this application. When necessary, I have included documentation verifying this information. I have reviewed the disclosure of background information, and, to the best of my knowledge, the applicant is of good moral character and is physically, mentally, and emotionally qualified to perform the duties of a teacher. I recommend that s/he be granted certification.

This application has been:

Approved

**Add OFFICIAL ACADEMIC TRANSCRIPTS OR IF THE CANDIDATE HAS REQUESTED A NAME CHANGE REQUEST IF THE DOCUMENTS WERE NOT PROVIDED DURING APPROVAL**

### Supporting Documents

Add New File

No Supporting Documents

Document Type

Choose One

Citizenship Documentation

Name Change Documentation

Transcripts

**Click REJECTED IF THE CANDIDATE IS NOT EMPLOYED IN THE COUNTY NOR HAS BEEN OFFERED EMPLOYMENT AS A RESTRICTED SHORT-TERM SUBSTITUTE**  
**Enter THE EXPLANATION AS TO WHY THE APPLICATION WAS REJECTED**

Review Application

I certify that I have reviewed and can attest to the accuracy and truthfulness of the information provided in this application. When necessary, I have included documentation verifying this information. I have reviewed the disclosure of background information, and, to the best of my knowledge, the applicant is of good moral character and is physically, mentally, and emotionally qualified to perform the duties of a teacher. I recommend that s/he be granted certification.

**This application has been:**

Rejected

**Rejection Reason**

Choose One

Choose One

County Superintendent not providing signature at this time. Please contact the county certification officer for more information.

Applicant submitted incorrect application.

Applicant is not employed in the county or entity selected.

Applicant is not eligible for the option of renewal that was selected.

Applicant is eligible for another type of renewal.

Applicant applied before January 1 in the year the certificate expires.

Applicant does not meet the requirements for Initial Certification.

**Rejection Explanation**

**Click SAVE AND CLOSE IF THE APPLICATION NEEDS TO HAVE MORE INFORMATION FROM THE COUNTY ADDED BEFORE FINAL APPROVAL OR IF ANOTHER APPROVER IS REQUIRED FOR FINAL APPROVAL**

**Comments (For Internal Use Only)**

Internal Comments can be seen by County, Institution, and WVDE Approvers.

Save and Close      Complete Review

**Click COMPLETE REVIEW IF ALL MATERIALS HAVE BEEN INCLUDED AND THE FINAL APPROVAL IS READY TO MOVE THE APPLICATION TO THE CANDIDATE FOR PAYMENT**

**Comments (For Internal Use Only)**

Internal Comments can be seen by County, Institution, and WVDE Approvers.

Save and Close      Complete Review

