Form 12

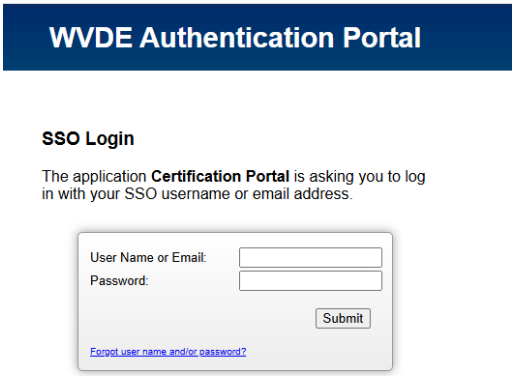
Advanced Degree/Salary Recognition

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.

REVISED December 15, 2025

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



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.

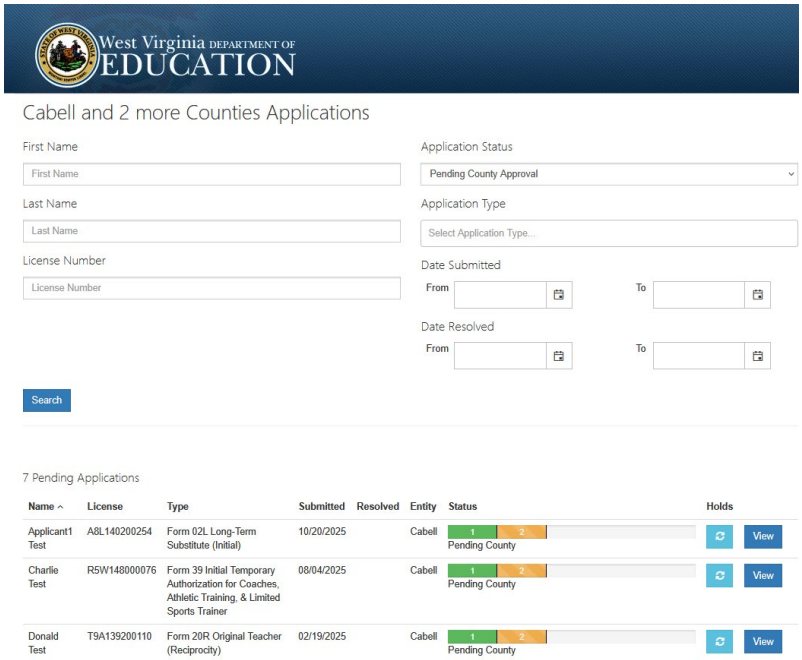
The **Application Status** allows a search for applications by selecting ALL from the drop-down menu.

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

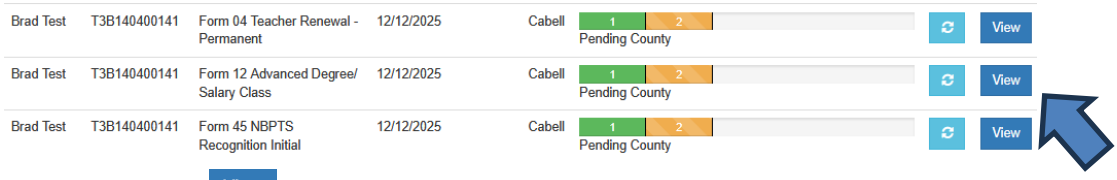
The **Resolved Column** reflects the date the application was approved by the Office of Certification.

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.

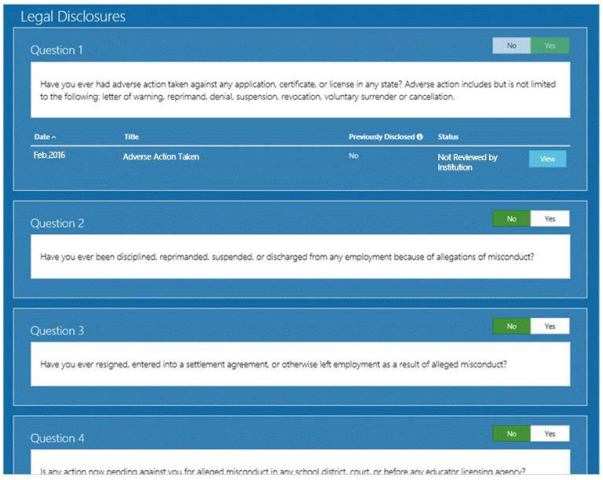


Click THE VIEW ICON TO VIEW THE APPLICATION DETAILS AND BEGIN THE APPROVAL PROCESS



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

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.



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 View icon enables the user to view disclosure details.

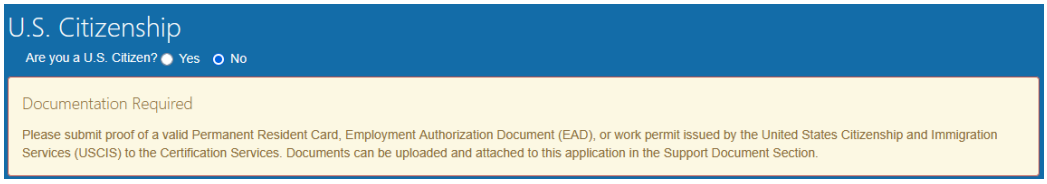
After clicking the View icon for the disclosure, you will see the information submitted for that disclosure.

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.

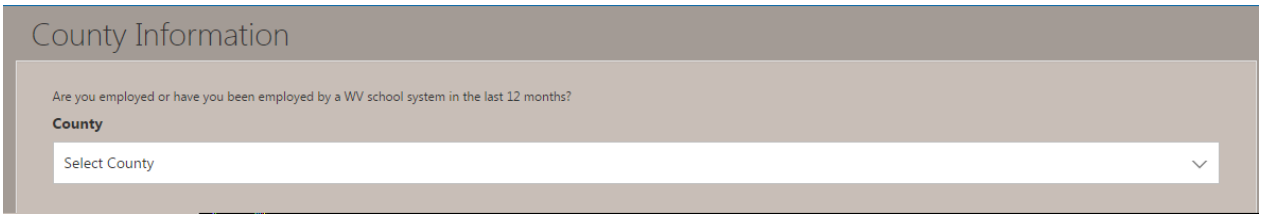
When an application is in SEND BACK mode from the Office of Certification and the county does not wish to proceed with the application, do not reject the application. Contact the legal coordinator in the Office of Certification for assistance.

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

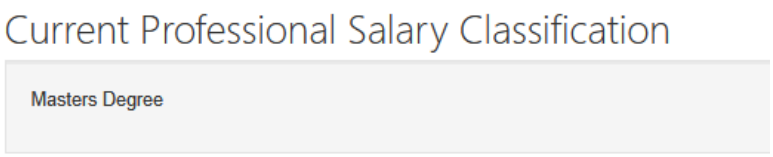
If the candidate is not a United States Citizen, the candidate must provide documentation of their ability to work in the United States under Supporting Documents in this application.



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

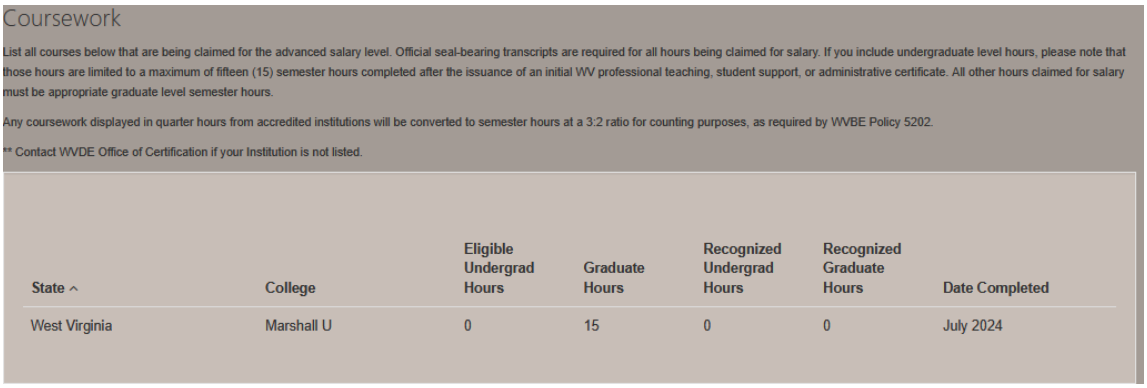


The Current Salary Class Reflected on the Certificate is displayed.



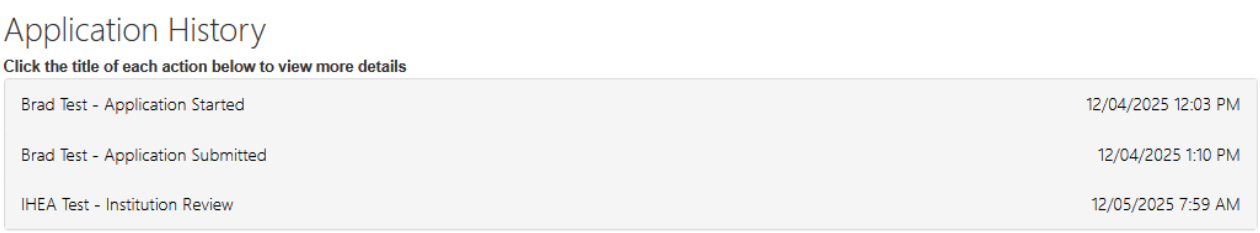
The requested Advanced Salary/Degree Recognition is displayed.

The coursework the candidate is claiming will is displayed



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

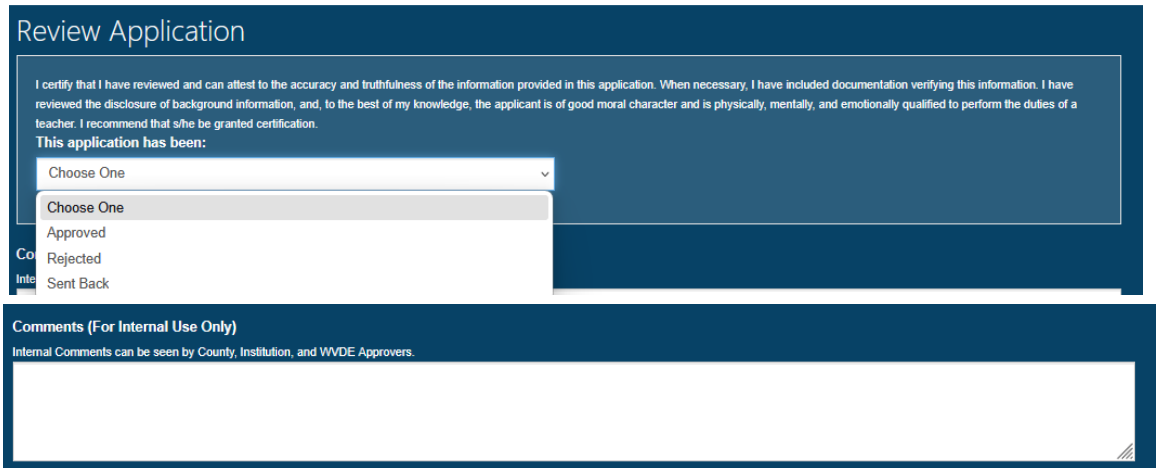
Application History will reflect the date and time the candidate started the application and the date and time the application was approved by the candidate before forwarding to the county.



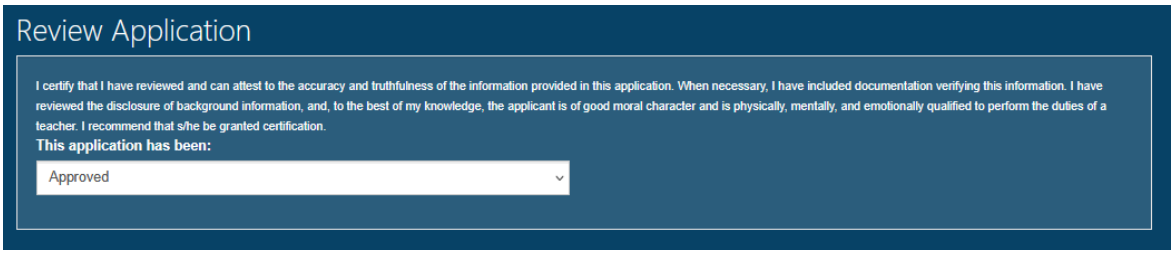
The Review Application section begins the approval process and validation of the candidate's character for the county to approve or reject the application as well as provide any comments related to the approval or rejection of the application should it be required.

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

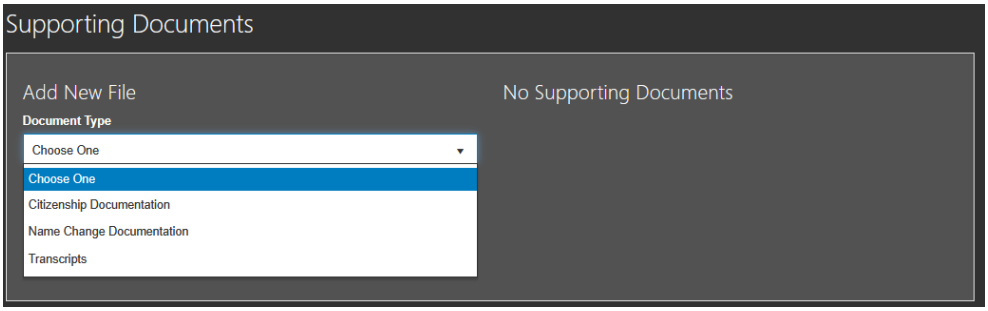
Do not select the SENT BACK option as that is reserved for the Office of Certification.



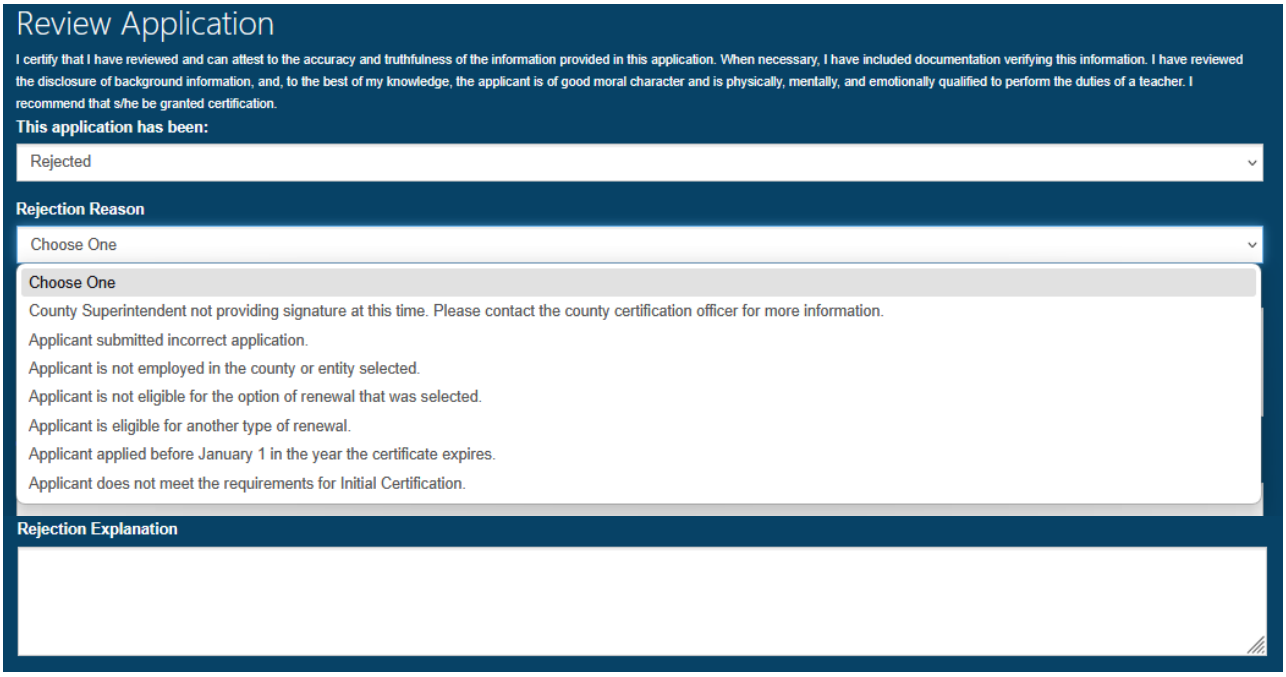
Click APPROVED IF THE CANDIDATE IS EMPLOYED OR HAS BEEN OFFERED EMPLOYMENT AS A RESTRICTED SHORT-TERM SUBSTITUTE IN THE COUNTY



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



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



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

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