



# West Virginia DEPARTMENT OF EDUCATION

## Form 2LE

### Renewal Long-Term Substitute Application and Add an Endorsement

### 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:

Password:

Submit

[Forgot user name and/or password?](#)

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

Last Name

License Number

Application Status

Pending County Approval

Application Type

Select Application Type...

Date Submitted

From  To

Date Resolved

From  To







Search


7 Pending Applications

Name ^	License	Type	Submitted	Resolved	Entity	Status	Holds
Applicant1 Test	ABL140200254	Form 02L Long-Term Substitute (Initial)	10/20/2025		Cabell	<div><div>1</div><div>2</div></div> <div>Pending County</div>	<div><div></div><div>View</div></div>
Charlie Test	RSW148000076	Form 39 Initial Temporary Authorization for Coaches, Athletic Training, & Limited Sports Trainer	08/04/2025		Cabell	<div><div>1</div><div>2</div></div> <div>Pending County</div>	<div><div></div><div>View</div></div>
Donald Test	TSA139200110	Form 20R Original Teacher (Reciprocity)	02/19/2025		Cabell	<div><div>1</div><div>2</div></div> <div>Pending County</div>	<div><div></div><div>View</div></div>

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

Brad Test	T3B140400141	Form 02LE Long-Term Substitute Renewal and Adding Endorsement - 3yr Renewal	12/10/2025	Cabell	<div><div>1</div><div>2</div></div> <div>Pending County</div>	 
Brad Test	T3B140400141	Form 02AR Restricted Short-Term Substitute Permit (Renewal) - 3yr Renewal	12/10/2025	Cabell	<div><div>1</div><div>2</div></div> <div>Pending County</div>	 
Charlie Test	R5W148000076	Form 39 Initial Temporary Authorization for Coaches, Athletic Training, & Limited	08/04/2025	Cabell	<div><div>1</div><div>2</div></div> <div>Pending County</div>	 

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 02LE Long-Term Substitute Renewal and Adding Endorsement

#### Applicant Information

First Name	Brad	Primary Phone	3045687010
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

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.

Date

Title

Previously Disclosed

Status

Feb. 2016

Adverse Action Taken

No

Not Reviewed by Institution

View

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

Question 4

No

Yes

Have you ever been disciplined, reprimanded, suspended, or discharged from any employment because of allegations of misconduct?

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.

Question 2 No Yes

Have you ever been disciplined, reprimanded, suspended, or discharged from any employment because of allegations of misconduct?

**Disclosure Details**

**Occurrence Date**  
February 2016

**Title**  
Inappropriate Language

**Disclosed**  
Previously Disclosed

This legal disclosure was previously reported to the West Virginia Department of Education. Supporting documentation is not required unless requested by the WVDE or other approving entity.

**Click the title of each action below to view more details**

Steve Test - Narrative	08/08/2016 2:00 PM
Use of inappropriate language in the work place.	
Steve Test - Disclosure File	08/08/2016 2:00 PM
Added Disclosure File named: Test.pdf	<span>Download</span>

Close

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

**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 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

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

Choose One

Approved

Rejected

Sent Back

Co  
Inte

#### 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 LONG-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

Enter THE COUNTY EMPLOYMENT VERIFICATION INFORMATION WITH THE START DATE AND SELECT THE RADIO BUTTON BESIDE THE SUBSTITUTE TRAINING OPTION THE COUNTY UTILIZES

### County Employment Verification

Employment Start Date



#### Substitute Training

☒ Completed Substitute Training

Training Date



☐ Successful completion of a Student Teaching/Clinical Experience in a West Virginia county school system within the past 12 months from a West Virginia Institution of Higher Education (official transcripts attached).

☐ Valid or Expired teaching certificate

Expired Certificate cannot be expired for over five years and cannot be a temporary certificate or a permit.

Click CERTIFICATE TYPE OF 90 LONG-TERMS SUBSTITUTE

### Endorsements

#### Add Endorsements

Certificate:

Choose One

Choose One

90- Long Term Substitute Permit

Grade Level(s):

Choose One

Add

#### Endorsement List

Certificate ^

Endorsement

Grade Level(s)

No data available in table

**Click ENDORSEMENT AS PER WVBE POLICY 5202 APPENDIX A TO BE ADDED BY COURSEWORK OR CONTENT ASSESSMENT**

### Endorsements

#### Add Endorsements

**Certificate:**

90- Long Term Substitute Permit

**Endorsement:**

Choose One

Choose One

Agricultural Education (0201)

Algebra I (1950)

American Sign Language (1550)

Art (0300)

#### Endorsement List

Certificate ^	Endorsement	Grade Level(s)
No data available in table		

**Click GRADE LEVEL REQUEST AS PER WVBE POLICY 5202 APPENDIX A TO COINCIDE WITH THE REQUESTED ENDORSEMENT**

### Endorsements

#### Add Endorsements

**Certificate:**

90- Long Term Substitute Permit

**Endorsement:**

Art (0300)

**Grade Level(s):**

Choose One

|

Choose One

05-09

05-AD

PK-AD

#### Endorsement List

Certificate ^	Endorsement	Grade Level(s)
No data available in table		

**Click ADD TO ADD THE ENDORSEMENT TO THE ENDORSEMENT LIST. FOR MULTIPLE ENDORSEMENTS, REPEAT THE STEPS ABOVE**

### Endorsements

#### Add Endorsements

**Certificate:**

Choose One

**Endorsement:**

Choose One

**Grade Level(s):**

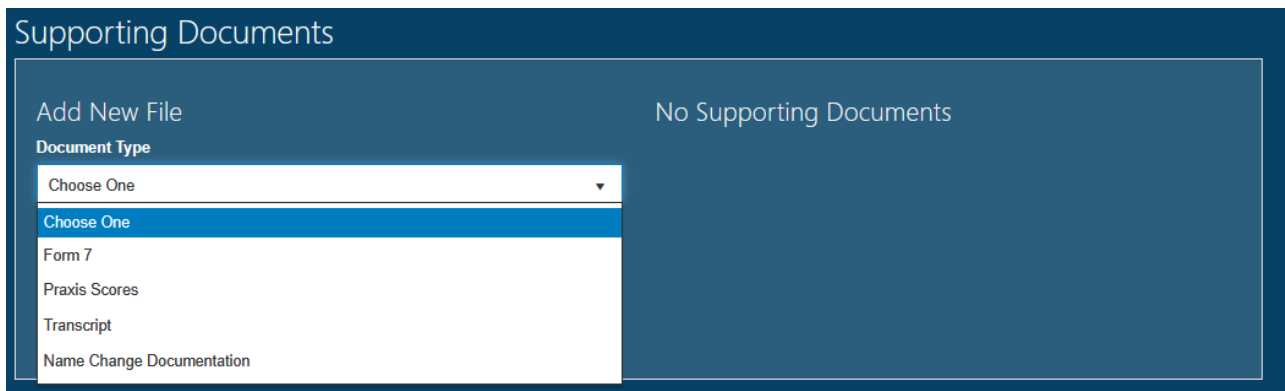
Choose One

Add

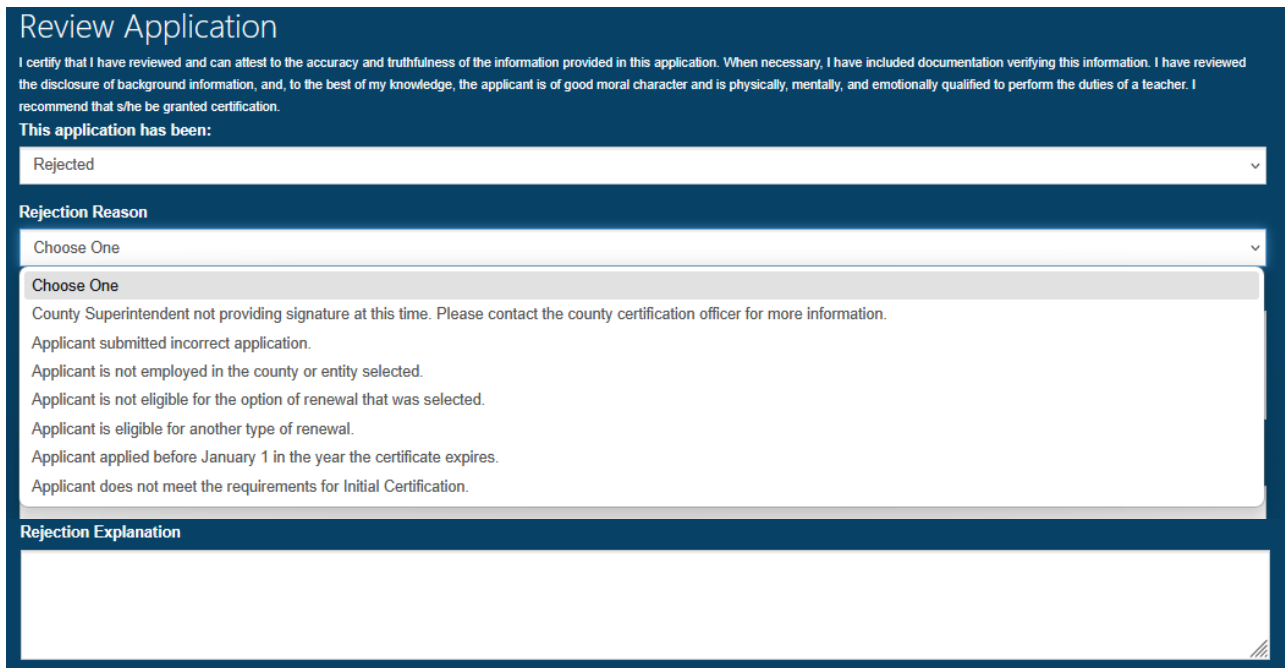
#### Endorsement List

Certificate ^	Endorsement	Grade Level(s)
90- Long Term Substitute Permit	Art (0300)	05-AD

**Add OFFICIAL ACADEMIC TRANSCRIPTS, A TRAINING CERTIFICATE 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 EXPLANATION 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**

Comments (For Internal Use Only)

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

[Save and Close](#) [Complete Review](#)



