



Form2S
Initial Short-Term Substitute Application
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	1 2 Pending County	View
Charlie Test	RSW148000076	Form 39 Initial Temporary Authorization for Coaches, Athletic Training, & Limited Sports Trainer	08/04/2025		Cabell	1 2 Pending County	View
Donald Test	T9A139200110	Form 20R Original Teacher (Reciprocity)	02/19/2025		Cabell	1 2 Pending County	View

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

8 Pending Applications

Name ^	License	Type	Submitted	Resolved	Entity	Status	Holds
Applicant1 Test	A8L140200254	Form 02L Long-Term Substitute (Initial)	10/20/2025		Cabell	1 2 Pending County	
Brad Test	T3B140400141	Form 20T Original Teacher	12/04/2025		Cabell	1 2 3 Pending County	
Charlie Test	R5W148000076	Form 39 Initial Temporary Authorization for Coaches, Athletic Training, & Limited Sports Trainer	08/04/2025		Cabell	1 2 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 02S Short-Term Substitute (Initial)

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

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

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

Is any 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.

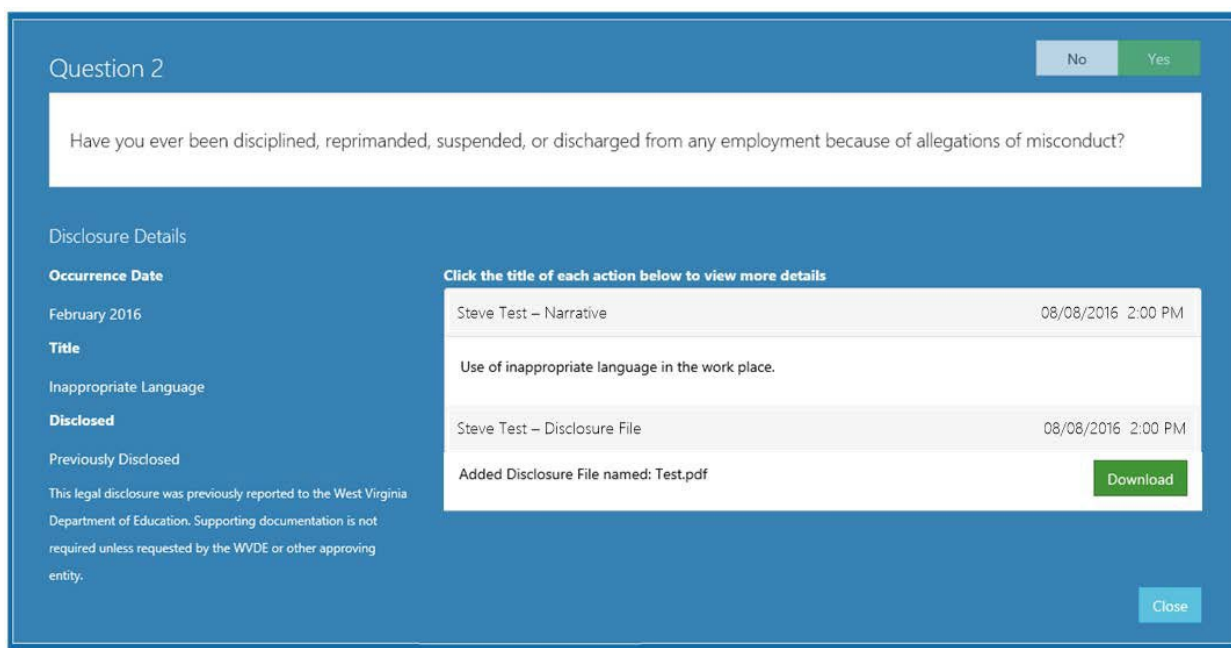
The previously disclosed section signifies the disclosure was previously reported to the WVDE during a prior application using the on-line system. Candidates are required to report all legal disclosures the first time using the online system, but are not required to provide additional documentation

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>.

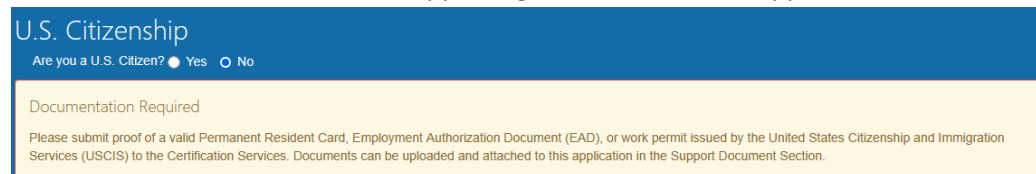
When an application is in SEND BACK mode from the Office of Certification and the county does not wish to proceed with the application, do not reject the application. Contact the legal coordinator in the Office of Certification for assistance.



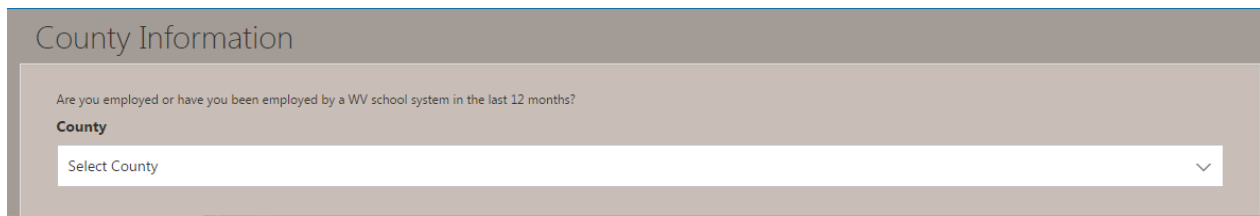
The candidate’s United States Citizenship status is now displayed.



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.



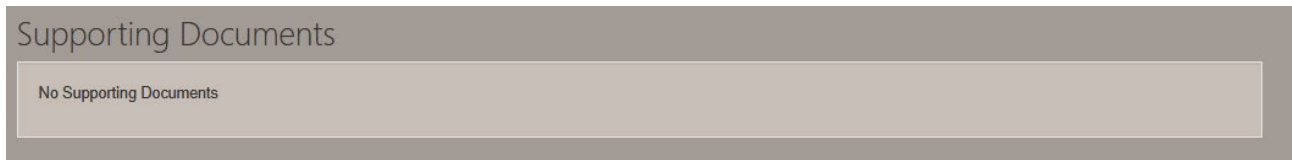
County Information

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

County

Select County

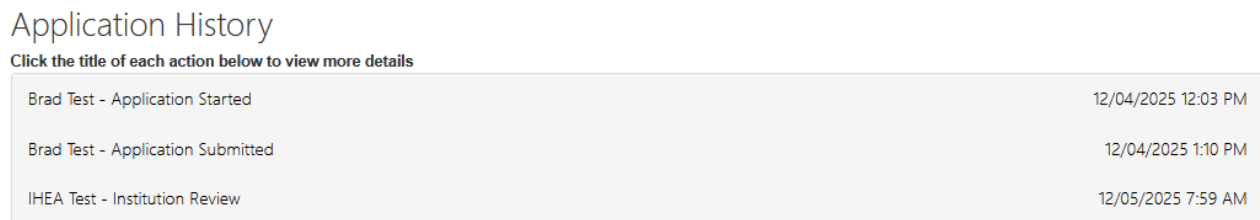
Any supporting documents the candidate has uploaded will be displayed for review.



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.



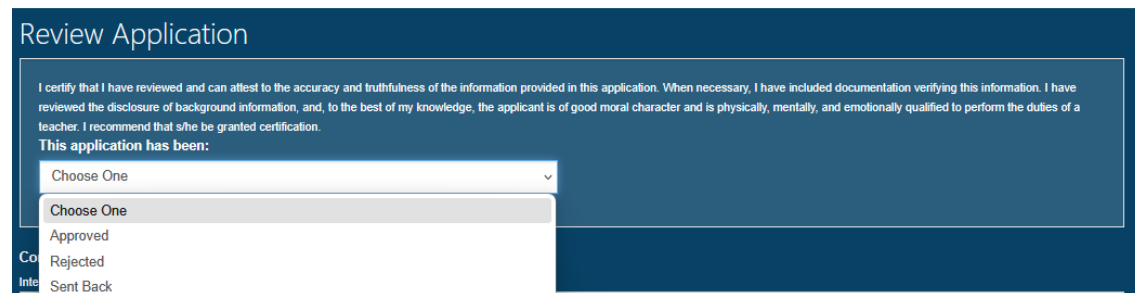
Click the title of each action below to view more details	
Brad Test - Application Started	12/04/2025 12:03 PM
Brad Test - Application Submitted	12/04/2025 1:10 PM
IHEA Test - Institution Review	12/05/2025 7:59 AM

If there is a Form 7 included in the upload, the county can view and print the Form 7 to complete for uploading in this document or retrieving any documents required for the files in 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.



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

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.

Add OFFICIAL ACADEMIC TRANSCRIPTS, FORM 7, OR IF THE CANDIDATE HAS REQUESTED THE IHE UPLOAD A NAME CHANGE REQUEST IF THE DOCUMENTS WERE NOT PROVIDED BY THE IHE DURING APPROVAL AT THAT LEVEL

Supporting Documents

Add New File

Document Type

Choose One

Choose One

Form 7

Praxis Scores

Transcript

Name Change Documentation

No Supporting Documents

Click REJECTED IF THE CANDIDATE IS NOT EMPLOYED IN THE COUNTY NOR HAS BEEN OFFERED EMPLOYMENT AS A LONG-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 COUNTY FOR APPROVAL OR 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

