



West Virginia DEPARTMENT OF EDUCATION

Forms 19, 19A, 19R Initial Administrative Applications

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 for Initial Administrative Licensure 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"/>	
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	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 19 Initial Administrative Certificate	12/16/2025	Cabell	<div style="display: flex; align-items: center; gap: 10px;"><div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #f0f0f0;">1</div><div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #f0f0f0;">2</div><div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #f0f0f0;">3</div></div>	 
Brad Test	T3B140400141	Form 19A Initial Administrative Certificate (Out-Of-State)	12/16/2025	Cabell	<div style="display: flex; align-items: center; gap: 10px;"><div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #f0f0f0;">1</div><div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #f0f0f0;">2</div><div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #f0f0f0;">3</div></div>	 
Brad Test	T3B140400141	Form 19R Initial Administrative Certificate (Reciprocity)	12/16/2025	Cabell	<div style="display: flex; align-items: center; gap: 10px;"><div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #f0f0f0;">1</div><div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #f0f0f0;">2</div></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.

IT IS VERY IMPORTANT TO REVIEW THE TYPE OF APPLICATION; THE CANDIDATE HAS SUBMITTED TO DETERMINE IF THE CORRECT APPLICATION HAS BEEN SUBMITTED OR IF THE CANDIDATE QUALIFIES FOR ANOTHER TYPE (RENEWAL TO CONVERSION OR PERMANENT)

Form 19 Initial Administrative 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

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.

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

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

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	

Download

Close

The United States Citizenship is displayed

U.S. Citizenship

Are you a U.S. Citizen? **Yes**

The candidate responded that the On-Line Evaluation Leadership Institute (ELI) has been completed for initial licensure.

If the candidate answered No, the ELI must be completed before licensure is approved. The certificate should be presented to the county in this case.

WVBE Required Tests

Have you completed the Evaluation Leadership Institute (ELI) training approved by the WVBE?

Yes
 No

Please upload your ELI Certificate

Verification of a minimum of three years' work experience in the K-12 public school or accredited private school system is required.

To add new work experience, click Add Work Experience.

Work Experience in Education

Reference WVBE Policy S202
 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 a minimum of three (3) years teaching experience or management level experience? Yes No

Type	Start	End	State	District	Employer	Assignment Position	Grade	Last Action	Verified
Education	07/01/2021	06/30/2026	West Virginia	Cabell		Business Education Teacher	9-12	Submitted by Brad Test	   

Add Work Experience

If the county cannot verify the work experience listed, select  to delete the experience entered.

If the experience is correct, the county will select  to accept the experience entered as correct.

If the county needs to edit the experience, select  to make the changes and select Save.

Then, select the verify button 

Edit Work Experience

Experience Type	Specific Assignment
<input checked="" type="radio"/> Education Experience	BUSINESS EDUCATION TEACHER
Start Date	Grade Level Assignment
8/1/2010 	9-12
End Date	State
6/30/2025 	West Virginia
	Employing District
	Cabell
	<input type="button" value="Cancel"/> <input type="button" value="Save"/>



The EMPLOYING COUNTY section will display reflecting current 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

For Forms 19 and 19A, the IHE where the Educational Leadership program was completed will be displayed.

Institution Information

College/University

Marshall U

If the candidate is currently employed in any capacity in the county or has been employed in the county in any capacity within the last twelve months, the county must select Approved under Review Application.

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

If the candidate is not a current employee in any capacity, nor has been employed within the last twelve months, the county must select Rejected under Review Application and provide a

reason for the rejection.

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 district.
Applicant does not meet requirements.
Rejection Explanation

The employing county will verify completion of the Evaluation Leadership Institute (ELI) and if the candidate has been employed in an administrative capacity.

WVBE Required Tests

Refer to WVBE Policy 5202 Appendix B for complete listing

Completed Evaluation Leadership Institute (ELI)

- Yes
- No

Applicant is employed in a role of a principal, supervisor of instruction, or superintendent position?

- Yes
- No

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

Supporting Documents

No Supporting Documents

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 employed in the county within the last 12 months, 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 EMPLOYED WITHIN THE LAST TWELVE MONTHS

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

Select REJECTED IF THE CANDIDATE HAS NOT BEEN EMPLOYED IN THE COUNTY WITHIN THE LAST TWELVE MONTHS OR IF THE CANDIDATE DOES NOT HAVE THREE YEARS OF EDUCATION EXPERIENCE
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



