



West Virginia DEPARTMENT OF EDUCATION

Initial Teaching Applications

Form 20A: Completion of Coursework from an IHE outside of West Virginia

Form 20R: Reciprocity with a valid out-of-state certificate

Form 20S: Completion of an in-state Student Support Certificate

Form 20SA: Completion of an out-of-state Student Support Certificate

Form 20SR: Student Support Reciprocity with a valid out-of-state certificate

Form 20T: Completion of coursework from an IHE in West Virginia

Form 20WV: WVBE Alternative Certification Program

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>



SSO Login

The application **Certification Portal** is asking you to log in with your SSO username or email address.

A screenshot of the SSO Login form. It contains two text input fields: "User Name or Email:" and "Password:", and a "Submit" button below them. There is also a small link "Forgot user name and/or password?" at the bottom left of the form.

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.



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"/> <input type="button"/>
	To <input type="text"/> <input type="button"/>
	Date Resolved
	From <input type="text"/> <input type="button"/>
	To <input type="text"/> <input type="button"/>
<input type="button" value="Search"/>	

7 Pending Applications

Name ^	License	Type	Submitted	Resolved	Entity	Status	Holds
Applicant1 Test	A8L140200254	Form 02L Long-Term Substitute (Initial)	10/20/2025		Cabell	<div style="display: flex; align-items: center; justify-content: space-around;"><div style="width: 100px; height: 10px; background-color: green;"></div><div style="width: 100px; height: 10px; background-color: orange;"></div><div style="width: 100px; height: 10px; background-color: yellow;"></div></div> Pending County	<input type="button"/> <input type="button" value="View"/>
Charlie Test	R5W148000076	Form 39 Initial Temporary Authorization for Coaches, Athletic Training, & Limited Sports Trainer	08/04/2025		Cabell	<div style="display: flex; align-items: center; justify-content: space-around;"><div style="width: 100px; height: 10px; background-color: green;"></div><div style="width: 100px; height: 10px; background-color: orange;"></div><div style="width: 100px; height: 10px; background-color: yellow;"></div></div> Pending County	<input type="button"/> <input type="button" value="View"/>
Donald Test	T9A139200110	Form 20R Original Teacher (Reciprocity)	02/19/2025		Cabell	<div style="display: flex; align-items: center; justify-content: space-around;"><div style="width: 100px; height: 10px; background-color: green;"></div><div style="width: 100px; height: 10px; background-color: orange;"></div><div style="width: 100px; height: 10px; background-color: yellow;"></div></div> Pending County	<input type="button"/> <input type="button" value="View"/>

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

Brad Test	T3B140400141	Form 08 Add Endorsement/ Degree	12/10/2025	Cabell	<div style="display: flex; align-items: center; justify-content: space-around;"><div style="width: 100px; height: 10px; background-color: green;"></div><div style="width: 100px; height: 10px; background-color: orange;"></div><div style="width: 100px; height: 10px; background-color: yellow;"></div></div> Pending County	<input type="button"/> <input type="button" value="View"/>
Brad Test	T3B140400141	Form 08C Add Endorsement/Degree (Praxis II Only)	12/10/2025	Cabell	<div style="display: flex; align-items: center; justify-content: space-around;"><div style="width: 100px; height: 10px; background-color: green;"></div><div style="width: 100px; height: 10px; background-color: orange;"></div><div style="width: 100px; height: 10px; background-color: yellow;"></div></div> Pending County	<input type="button"/> <input type="button" value="View"/>
Brad Test	T3B140400141	Form 08A Add Endorsement/Degree (Autism)	12/10/2025	Cabell	<div style="display: flex; align-items: center; justify-content: space-around;"><div style="width: 100px; height: 10px; background-color: green;"></div><div style="width: 100px; height: 10px; background-color: orange;"></div><div style="width: 100px; height: 10px; background-color: yellow;"></div></div> Pending County	<input type="button"/> <input type="button" value="View"/>
Brad Test	T3B140400141	Form 08R Add Endorsement/Degree (Out-Of-State)	12/10/2025	Cabell	<div style="display: flex; align-items: center; justify-content: space-around;"><div style="width: 100px; height: 10px; background-color: green;"></div><div style="width: 100px; height: 10px; background-color: orange;"></div><div style="width: 100px; height: 10px; background-color: yellow;"></div></div> Pending County	<input type="button"/> <input type="button" value="View"/>

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.

Form 20T Original Teacher

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.

The screenshot displays the 'Legal Disclosures' section of the application. It contains four questions, each with a 'No' and 'Yes' button. Question 1 is selected as 'Yes'. For each question, there is a table with columns: Date, Title, Previously Disclosed, and Status. The 'View' button is located in the Status column. The details for Question 1 are as follows:

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

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 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 IHE 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 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

Internal Comments

Internal Comments (for internal use only) 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

Add OFFICIAL ACADEMIC TRANSCRIPTS, FORM 7, ASSESSMENT RESULTS, WVTPA OR edTPA RESULTS, 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

No Supporting Documents

Document Type

Choose One

Choose One

Citizenship Documentation

Driving Record and License (Drivers Ed Applicants Only)

Name Change Documentation

Praxis Score Report

Transcripts

Click REJECTED IF THE CANDIDATE HAS NOT BEEN EMPLOYED IN THE COUNTY WITHIN THE LAST TWELVE MONTHS

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 district.

Applicant does not meet requirements.

Rejection Explanation

Internal Comments

Internal Comments (for internal use only) can be seen by County, Institution, and WVDE Approvers.

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

Internal Comments

Internal Comments (for internal use only) 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

Internal Comments

Internal Comments (for internal use only) can be seen by County, Institution, and WVDE Approvers.

Save and Close

Complete Review



