



# West Virginia DEPARTMENT OF EDUCATION

## Additional Endorsement Application Forms 8, 8A, 8C, 8R, 8S

Form 8: Completion of Coursework from an IHE

Form 8A: Completion of Autism Coursework Only  
from an IHE

Form 8C: Completion of Content Assessment Only

Form 8R: Additional Endorsement with a Valid Out-  
of-State Certificate

Form 8S: Superintendent Endorsement After  
Completion of the WVDE Aspiring Superintendent  
Cohort

## 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" value="First Name"/>	Pending County Approval
Last Name	Application Type
<input type="text" value="Last Name"/>	Select Application Type...
License Number	Date Submitted
<input type="text" value="License Number"/>	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 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: 20px; height: 10px; background-color: green;"></div><div style="width: 20px; height: 10px; background-color: orange;"></div></div> Pending County	
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: 20px; height: 10px; background-color: green;"></div><div style="width: 20px; height: 10px; background-color: orange;"></div></div> Pending County	
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: 20px; height: 10px; background-color: green;"></div><div style="width: 20px; height: 10px; background-color: orange;"></div></div> Pending County	

**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: 20px; height: 10px; background-color: green;"></div><div style="width: 20px; height: 10px; background-color: orange;"></div><div style="width: 20px; height: 10px; background-color: yellow;"></div></div> Pending County	
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: 20px; height: 10px; background-color: green;"></div><div style="width: 20px; height: 10px; background-color: orange;"></div></div> Pending County	
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: 20px; height: 10px; background-color: green;"></div><div style="width: 20px; height: 10px; background-color: orange;"></div></div> Pending County	
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: 20px; height: 10px; background-color: green;"></div><div style="width: 20px; height: 10px; background-color: orange;"></div></div> 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 8: Completion of Coursework from an IHE**

**Form 8A: Completion of Autism Coursework Only from an IHE**

**Form 8C: Completion of Content Assessment Only**

**Form 8R: Additional Endorsement with a Valid Out-of-State Certificate**

**Form 8S: Superintendent Endorsement After Completion of the WVDE Aspiring Superintendent Cohort**

**Form 08 Add Endorsement By Course**

**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

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

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

Question 3

Have you ever resigned, entered into a settlement agreement, or otherwise left employment as a result of alleged misconduct?

Question 4

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 **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

The IHE candidate has requested to provide the approval of this application is displayed (FORM 8 ONLY)

## Institution Information

### College/University

Marshall U

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 Institution Review section (FORM 8 ONLY) will appear with the recommendation from the IHE to display the recommendation for the endorsement after completion of the preparation program at the IHE and will list the documents the IHE has uploaded as well as any comments the IHE may have typed.

All other applications, skip to the REVIEW APPLICATION section.

Institution Review - Approved

WVBE Required Tests

Please verify completion of the following <a href="#">Praxis II Content Test</a>
Applicant has completed Praxis II Content Test
<a href="#">Approved Program</a>

The program the applicant completed is state-approved and leads to certification in the state in which the institution is located.

Add Endorsement & Field Experience

Cert Type ^	Endorsement	Grade Level	State	County	School	Specialization	Grade Level
21 Professional Teaching Certificate	Driver Education (0900)	09-AD	West Virginia	Cabell	Huntington High School	Driver Education (0900) (09-AD)	9-12

Institution Documents

No Supporting Documents

Institution Comments

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



