



West Virginia DEPARTMENT OF EDUCATION

Forms 4NA, 4NS, 4NT
Renewal Non-United States Citizen Certification
Applications
Administrative (4NA), Student Support(4NS), and
Teacher(4NT)

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 renewal 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:	<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.

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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 04 Teacher Renewal - Non-US Citizen - 3yr Renewal	12/15/2025	Cabell	<div style="width: 50%;">1  2</div> Pending County	 
Brad Test	T3B140400141	Form 04 Student Support Renewal - Non-US Citizen - 3yr Renewal	12/15/2025	Cabell	<div style="width: 50%;">1  2</div> Pending County	 
Brad Test	T3B140400141	Form 04 Administrative Renewal - Non-US Citizen - 3yr Renewal	12/15/2025	Cabell	<div style="width: 50%;">1  2</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.

The Form 4NA is for Non-United States Citizen Administrative Licensure Renewal.

The Form 4NS is for Non-United States Citizen Student Support Renewal.

The Form 4NT for Non-United States Citizen Teacher Renewal.

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 04NT Teacher Renewal - Non-US Citizen

Three (3) Year Renewal

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	No	*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	

The Renewal Option the candidate selected will appear that displays the option they have selected. The county will need to verify the correct option was selected and the correct documentation was submitted.

Renewal Options

Option Selected
I am submitting six (6) semester hours of coursework related to the public school program or have completed WVDE WVLearn eligible courses.

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



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

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:

Sent Back

Any supporting documents the county must add will be added to this section.

Supporting Documents

Add New File

Document Type

Choose One

Choose One

Age Verification Documentation

Citizenship Documentation

Driving Record and License (Drivers Ed Applicants Only)

Name Change Documentation

Transcripts

Interview Documentation

No Supporting Documents

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



