



West Virginia DEPARTMENT OF EDUCATION

Form 3

Clinical Teacher of Record

Institution of Higher Education (IHE) Approval Process

The West Virginia Department of Education, Office of Certification created this user guide to provide detailed instructions for IHE officials on how to process pending applications for a Clinical Teacher of Record Permit 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 IHE and search options to view previous applications assigned to the IHE 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 **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.



Marshall U and 2 more Institutions Applications

First Name	Application Status	
<input type="text"/>	<input type="text"/>	
Last Name	Application Type	
<input type="text"/>	<input type="text"/>	
License Number	Date Submitted	
<input type="text"/>	From <input type="text"/> <input type="button" value="From"/>	To <input type="text"/> <input type="button" value="To"/>
	Date Resolved	
	From <input type="text"/> <input type="button" value="From"/>	To <input type="text"/> <input type="button" value="To"/>
<input type="button" value="Search"/>		

2 Pending Applications

Name	License	Type	Submitted	Resolved	Entity	Status	Holds
Brad Test	T3B140400141	Form 20T Original Teacher	12/04/2025		Marshall U	<div style="display: flex; align-items: center; justify-content: space-around;">12</div> <p>Pending Institution</p>	<input type="button" value="Edit"/> <input type="button" value="View"/>
Daisy Test	H7W143300188	Form 20T Original Teacher	05/22/2025		Marshall U	<div style="display: flex; align-items: center; justify-content: space-around;">12</div> <p>Pending Institution</p>	<input type="button" value="Edit"/> <input type="button" value="View"/>

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

3 Pending Applications

Name	License	Type	Submitted	Resolved	Entity	Status	Holds	
Brad Test	T3B140400141	Form 19 Initial Administrative Certificate	12/05/2025		Marshall U	<div style="display: flex; align-items: center; justify-content: space-around;">12</div> <p>Pending Institution</p>	 	View
Brad Test	T3B140400141	Form 03 Clinical Teacher of Record Permit (Prev. TIR)	12/12/2025		Marshall U	<div style="display: flex; align-items: center; justify-content: space-around;">12</div> <p>Pending Institution</p>	 	View
Daisy Test	H7W143300188	Form 20T Original Teacher	05/22/2025		Marshall U	<div style="display: flex; align-items: center; justify-content: space-around;">12</div> <p>Pending Institution</p>	 	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.

For out-of-state IHEs, the application is a Form 20A for Teachers.

For in-state Student Support, the application is a Form 20S

For out-of-state Student Support, the application is a Form 20SA

Form 03 Clinical Teacher of Record Permit (Prev. TIR)

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.

No  Yes 

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?

No  Yes 

Question 3

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

No  Yes 

Question 4

Is any action now pending against you for alleged misconduct in any school district, court, or before any educator licensing agency?

No  Yes 

Question 2

No Yes

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 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.

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 if the candidate is employed in any manner public school district, multi-county CTE center, WVSDE, WVSDB, MSES, EPIC, OR The Diocese of Wheeling/Charleston in West Virginia.

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 not employed in any manner of a public school district, multi-county CTE center, WVSDT, WVSDB, MSESC, EPIC, or the Diocese of Wheeling/Charleston in West Virginia the message I am not currently employed in the last 12 months with any of the school systems listed will be displayed.

County Information

Please select the WV public school system, Multi-County Career and Technical Education Center, Office of Diversion and Transition Programs (ODTP), WV School for Deaf/Blind, Diocese of Wheeling-Charleston, or WVDE in which you are currently employed or have been employed within the past months.

County

I am not currently nor have been employed in the last 12 months with any of the school systems listed.



The IHE candidate has requested to provide the approval of this application is displayed.

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 when the application was submitted to the IHE for review.

Application History

Click the title of each action below to view more details

Brad Test - Application Started	12/04/2025 12:03 PM
Applicant started this application.	
Brad Test - Application Submitted	12/04/2025 1:10 PM
Application Submitted	

The Review Application section begins the approval process and validation of the candidate's character for the IHE 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.

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 HAS COMPLETED ALL REQUIREMENTS FOR INITIAL CERTIFICATION IN THE IHE'S TEACHER PREPARATION PROGRAM

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 INSTITUTIONAL INFORMATION IN THE TEXT BOXES

Each heading must have an answer selected or the application cannot move forward.

Institutional Information

Clinical Teacher of Record Institutional Supervisor

Clinical Teacher of Record Institutional Supervisor's Telephone Number

Clinical Teacher of Record Institutional Supervisor's Email

The institution has a current Clinical Teacher of Record Permit (Prev. TIR) agreement with the above-mentioned WV County Board of Education and is a WVBE approved program.

Enter CANDIDATE INFORMATION

Candidate Information

State-Approved Program

The candidate is enrolled in a state-approved program and is in good standing.

Basic Skill Exams

- Applicant has completed basic skills exams as required by WVBE Policy.
- Applicant qualifies for basic skills exams exemption as listed in WVBE Policy. (Documentation required).

Content Exams

- Applicant has completed Praxis II Content Test.
- Praxis II Content Test Not Required.

Applicant GPA

GPA is 3.0 or higher.

Residency Date

Start Date

End Date

Select ENDORSEMENTS AS PER APPENDIX A OF WVBE POLICY 5202 AND THE CORRESPONDING GRADE LEVELS FOR THAT ENDORSEMENT.

Select THE COUNTY WHERE THE PRACTICUM/CLINICAL EXPERIENCE WAS COMPLETED, THE NAME OF THE SCHOOL, AND THE GRADE LEVELS

Click ADD

Endorsements

Endorsements Completed

Endorsement:

Choose One

Grade Level(s):

Choose One

School:

Add

Endorsement ~ Grade Level County School

No data available in table

Add OFFICIAL ACADEMIC TRANSCRIPTS, CONTENT ASSESSMENT RESULTS, OR IF THE CANDIDATE HAS REQUESTED THE IHE UPLOAD A NAME CHANGE REQUEST

Supporting Documents

Add New File No Supporting Documents

Document Type

Choose One

Upload Document

File Size must be less than 5 MB

Select files...

Click REJECTED IF THE CANDIDATE HAS NOT MET THE REQUIREMENTS FOR THE CLINICAL TEACHER OF RECORD

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

Institution not providing signature at this time. Please contact the certification officer at the institution for more information.

Applicant submitted application to the wrong institution.

Applicant submitted incorrect application.

Applicant is not currently enrolled in a Master's Degree program or seeking an additional endorsement at this institution.

Applicant does not meet the requirements for certification.

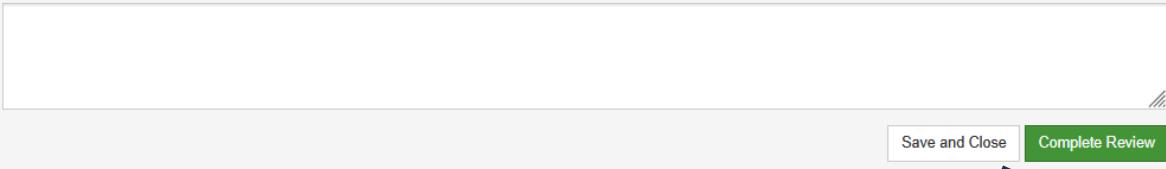
Comments (for internal use only)

Rejection Explanation



Click SAVE AND CLOSE IF THE APPLICATION NEEDS TO HAVE MORE INFORMATION FROM THE IHE ADDED BEFORE FINAL APPROVAL OR IF ANOTHER APPROVER IS REQUIRED FOR FINAL APPROVAL

Internal Comments

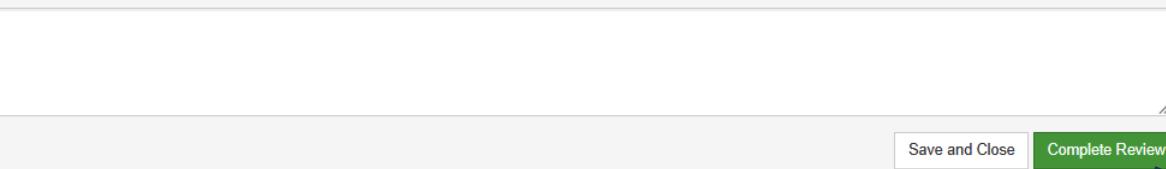


Save and Close Complete Review



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



Save and Close Complete Review



