



# West Virginia DEPARTMENT OF EDUCATION

## Forms 19 and 19A Initial Administrative Certification Applications 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 administrative 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:

Password:

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.

**West Virginia DEPARTMENT OF  
EDUCATION**

Marshall U and 2 more Institutions Applications

First Name

Last Name

License Number

Application Status

Pending Institution Approval

Application Type

Select Application Type...

Date Submitted

From

To

Date Resolved

From

To

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><div>1</div><div>2</div></div> <div>Pending Institution</div>	<div><div></div><div>View</div></div>
Daisy Test	H7W143300188	Form 20T Original Teacher	05/22/2025		Marshall U	<div><div>1</div><div>2</div></div> <div>Pending Institution</div>	<div><div></div><div>View</div></div>

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

2 Pending Applications

Name ^	License	Type	Submitted	Resolved	Entity	Status	Holds
Brad Test	T3B140400141	Form 20T Original Teacher	12/04/2025		Marshall U	<div> <div>1</div> <div>2</div> </div> Pending Institution	 <a href="#">View</a>
Daisy Test	H7W143300188	Form 20T Original Teacher	05/22/2025		Marshall U	<div> <div>1</div> <div>2</div> </div> Pending Institution	 <a href="#">View</a>

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 19A for Administrators.

For in-state Administrators, the application is a Form 19

### 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.

Legal Disclosures

Question 1

No

Yes

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

View

Question 2

No

Yes

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

Question 3

No

Yes

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

Question 4

No

Yes

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,

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](#)

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.

Under WVBE Required Tests, the candidate has indicated if they have or have not completed the on-line Evaluation Leadership Institute and must provide the IHE with a copy of the certificate or upload the certificate under Supporting Documents to further process the application.

**WVBE Required Tests**

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

☐ Yes

☒ No

Please upload your ELI Certificate

The candidate has entered their Work Experience in Education of at least three years to be eligible for the certificate. If the candidate does not have three years of experience in education, the IHE cannot approve the application.

### Work Experience in Education

Reference WVBE Policy 5202

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	07/01/2001	06/30/2008	West Virginia	Cabell		Business Teacher	9-12	County Personnel () Added	
Education	07/01/2021	06/30/2026	Alaska	Out of State	KODIAK HIGH SCHOOLS	BUSINESS EDUCATION	9-12	County Personnel () Added	

The EMPLOYING COUNTY section will display if the candidate is employed in any manner public school district, multi-county CTE center, WVSDT, WVSDDB, MSESC, 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, WVSDDB, 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 withing 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 ADMINISTRATIVE 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

**Click THE RADIO BUTTON NEXT TO PRAXIS II CONTENT ASSESSMENT FOR YES TO MOVE FORWARD IF THE IHE DOES NOT HAVE A COPY OF THE ASSESSMENT FROM ETS AND SELECTS NO, THE**

## APPLICATION CANNOT MOVE FORWARD

### WVBE Required Tests

Refer to WVBE Licensure and Testing Directory

#### Praxis II Content Test

☐ Yes

☒ No

### WVBE Required Tests

Refer to WVBE Licensure and Testing Directory

#### Praxis II Content Test

☒ Yes

☐ No

Cannot Approve

Applicant must complete Praxis II Content Test in order for institution to approve the application.

**Select EACH ADMINISTRATIVE ENDORSEMENTS AS PER APPENDIX A OF WVBE POLICY 5202 FOR THE PROGRAM THE CANDIDATE COMPLETED AND CLICK ADD FOR EACH ENDORSEMENT**

**Click ADD**

If multiple endorsements were completed, repeat the steps above

**Click ADD**

Institutional Recommendation

Endorsements Completed

Endorsement:

Choose One

Choose One

Supervisor General Instruction

Principal

Superintendent

Endorsement ^

Grade Level

No data available in table

Institutional Recommendation

Endorsements Completed

Endorsement:

Principal


Grade Level(s):

PK-AD

Add

Endorsement ^

No data available in table



**Add OFFICIAL ACADEMIC TRANSCRIPTS, FORM 7, CONTENT ASSESSMENT RESULTS, ON-LINE EVALUATION LEADERSHIP INSTITUTE RESULTS, OR IF THE CANDIDATE HAS REQUESTED THE IHE UPLOAD A NAME CHANGE REQUEST**

Supporting Documents

Add New File

Document Type

Choose One

Choose One

ELI Certificate

Form 7

Praxis Scores

Transcript

Name Change Documentation

Work Experience Documentation

No Supporting Documents

**Click REJECTED IF THE CANDIDATE HAS NOT MET THE REQUIREMENTS FOR INITIAL CERTIFICATION**

**Select A REASON FOR THE REJECTION**

**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**

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**

**Comments (For Internal Use Only)**

Internal Comments can be seen by County, Institution, and WVDE Approvers.

Save and Close

Complete Review



