West Virginia DEPARTMENT OF EDUCATION

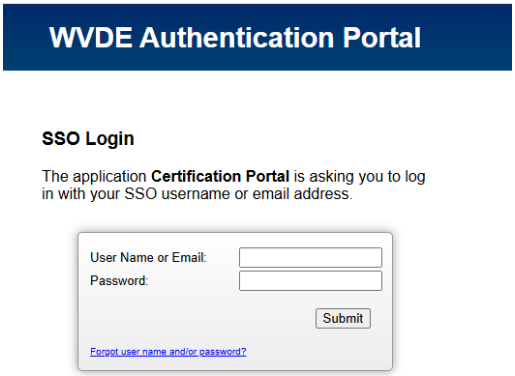
Forms 19 and 19A
Initial Administrative Certification Applications

Institution of Higer 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.

REVISED December 15, 2025

LOG-IN TO THE WVDE ON-LINE CERTIFICATION SYSTEM AT https://wveis.k12.wv.us/certportal



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.

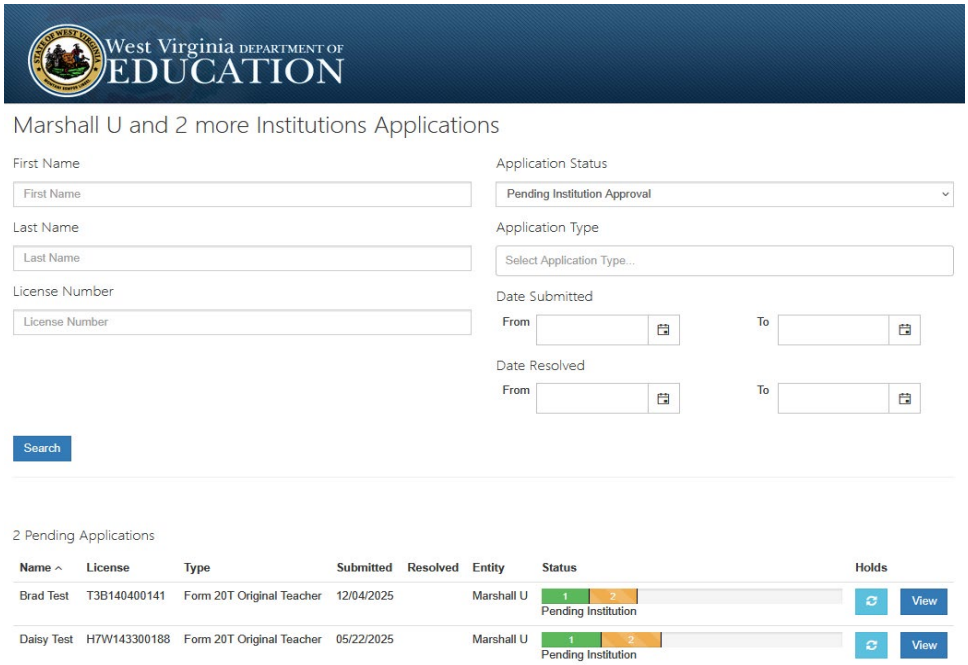
New approval request(s) are listed first by default.

The **Submitted Date** column reflects the date the application was submitted to the IHE for approval.

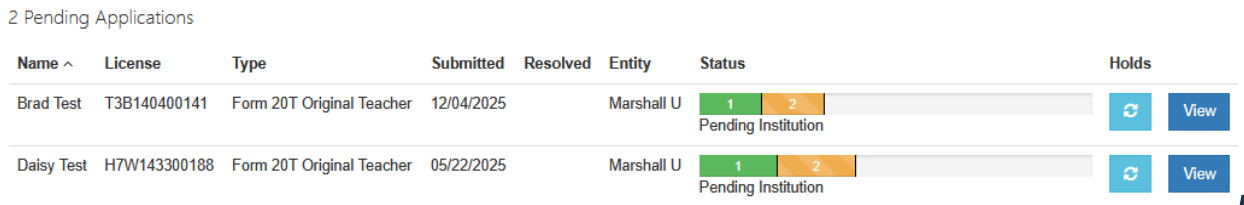
The **Resolved Column** reflects the date the application was approved by the Office of Certification.

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.



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

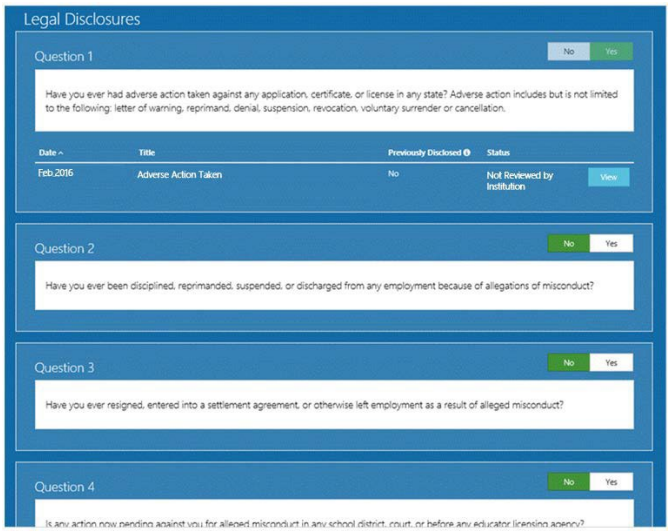


After clicking the View icon, you will now see details for the candidate requesting approval of their application and the type of application to approve.

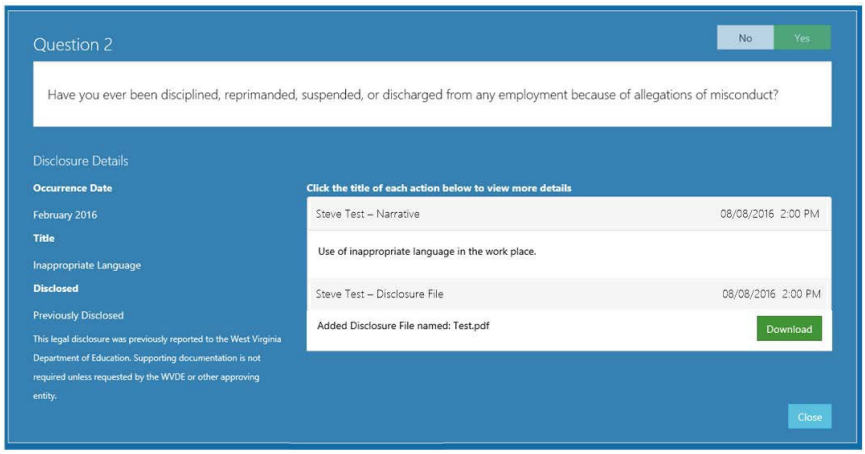
For out-of-state IHEs, the application is a Form 19A for Administrators.

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

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 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.

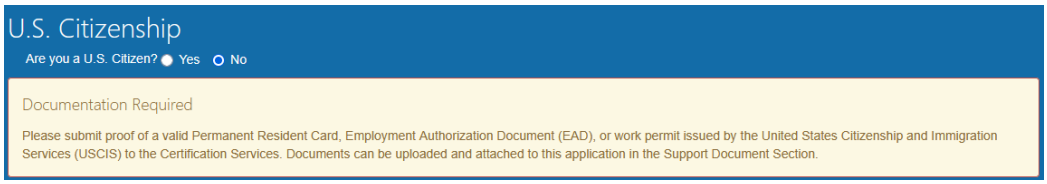
The previously disclosed section signifies the disclosure was previously reported to the WVDE during a prior application using the on-line system. Candidates are required to report all legal disclosures the first time using the online system, but are not required to provide additional documentation

Clicking the View icon enables the user to view disclosure details.

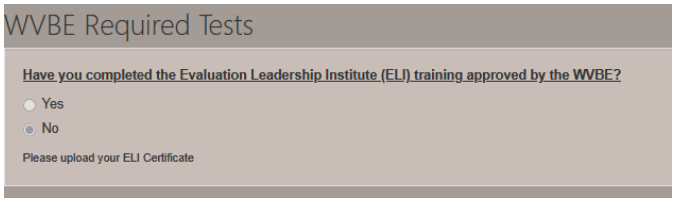
After clicking the View icon for the disclosure, you will see the information submitted for that disclosure.

The candidate's United States Citizenship status is now displayed.

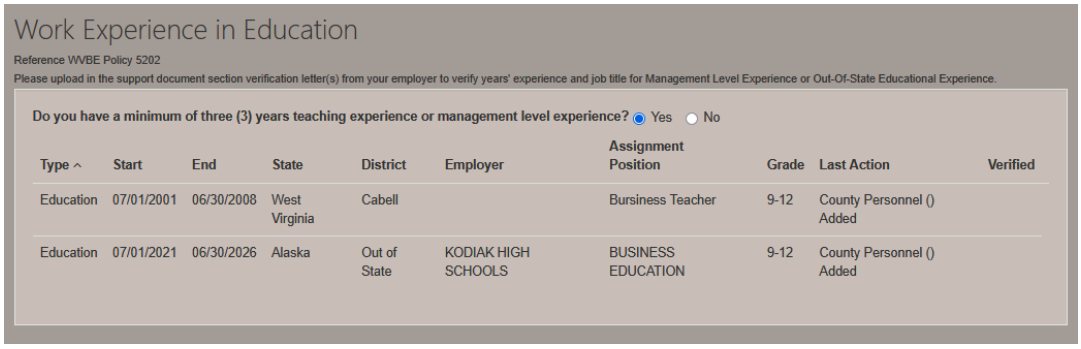
If the candidate is not a United States Citizen, the candidate must provide documentation of the their ability to work in the United States under Supporting Documents in this application.



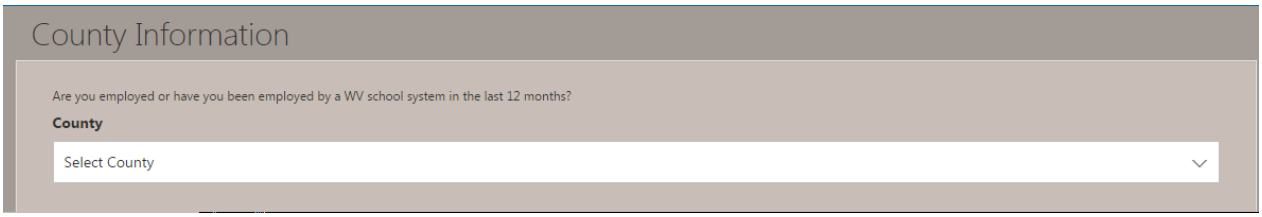
Under WVBE Required Tests, the candidate has indicated if they have or have not completed the on-line Evaluation Leadership Institute and must provide the IHE with a copy of the certificate or upload the certificate under Supporting Documents to further process the application.



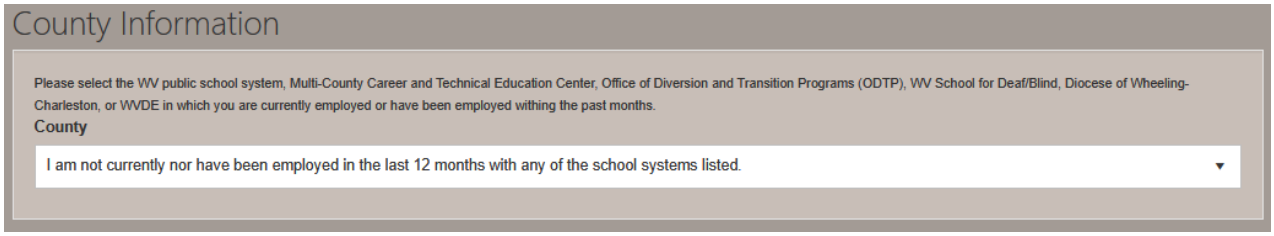
The candidate has entered their Work Experience in Education of at least three years to be eligible for the certificate. If the candidate does not have three years of experience in education, the IHE cannot approve the application.



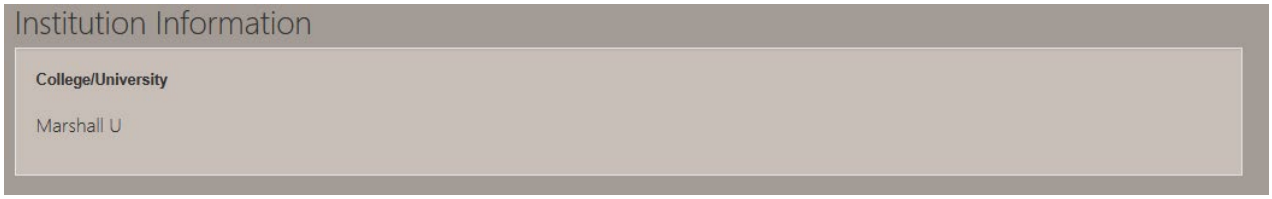
The EMPLOYING COUNTY section will display if the candidate is employed in any manner public school district, multi-county CTE center, WVSDT, WVSDB, MSESC, EPIC, OR The Diocese of Wheeling/Charleston in West Virgina.



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.



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

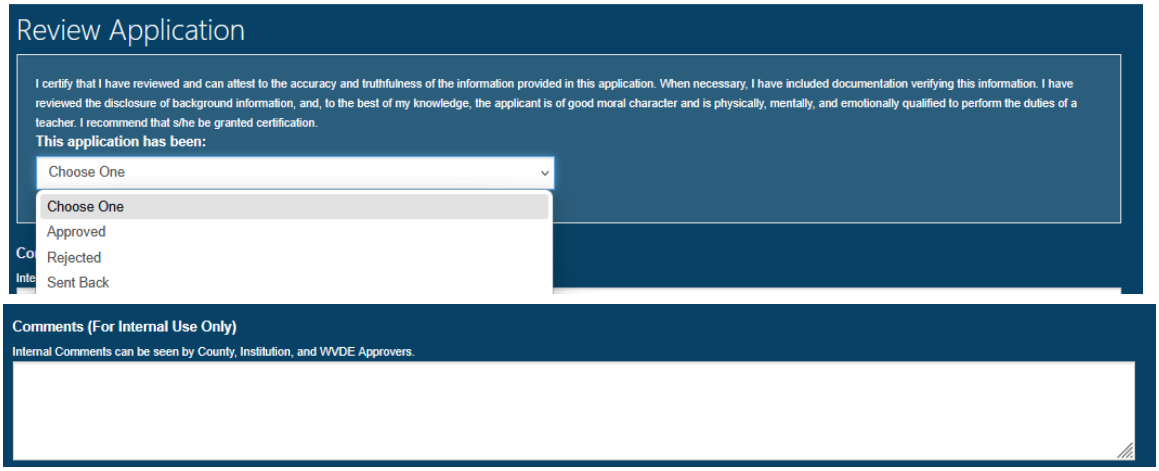


Any supporting documents the candidate has uploaded will be displayed for review.

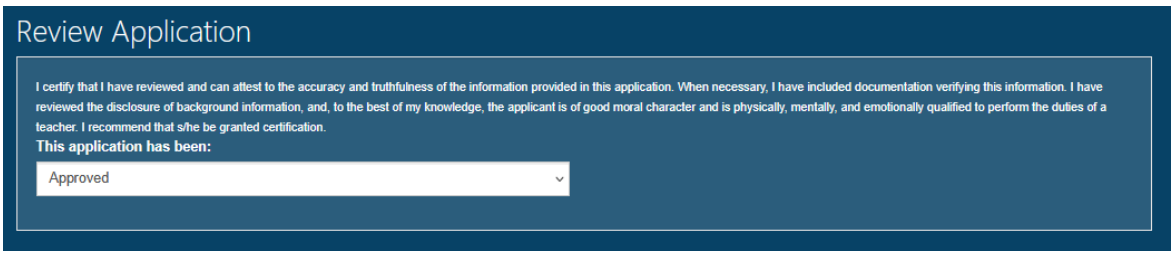
Application History will reflect the date and time the candidate started the application and when the application was submitted to the IHE for review.

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.

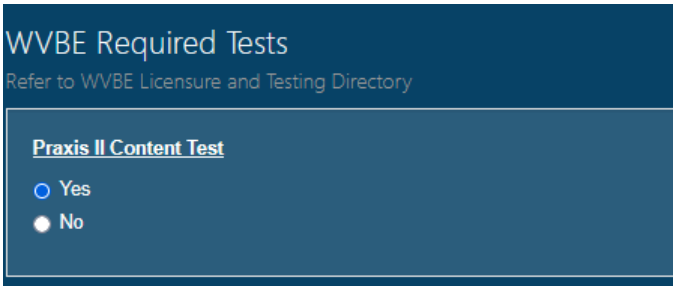


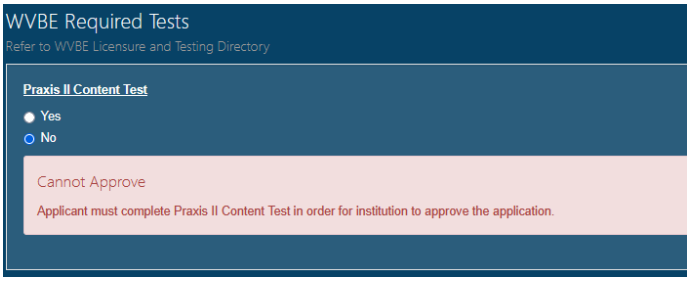
Click APPROVED IF THE CANDIDATE HAS COMPLETED ALL REQUIREMENTS FOR INIITIAL CERTIFICATION IN THE IHE'S ADMINISTRATIVE PREPARATION PROGRAM



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



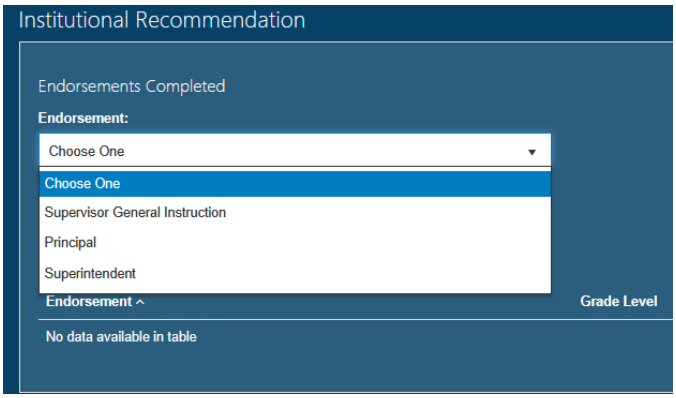


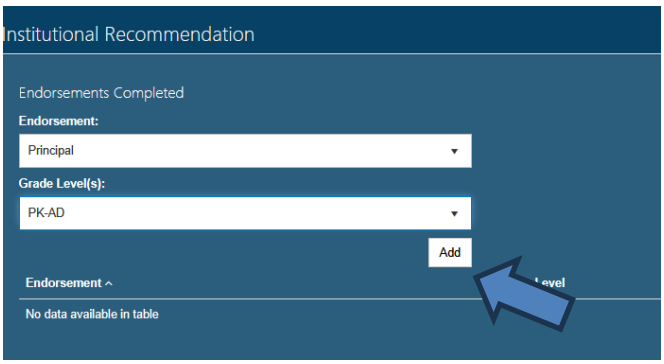
Select EACH ADMINISTRATIVE ENDORSEMENTS AS PER APPENDIX A OF WVBE POLICY 5202 FOR THE PROGRAM THE CANDIDATE COMPLETED AND CLICK ADD FOR EACH ENDORSEMENT

Click ADD

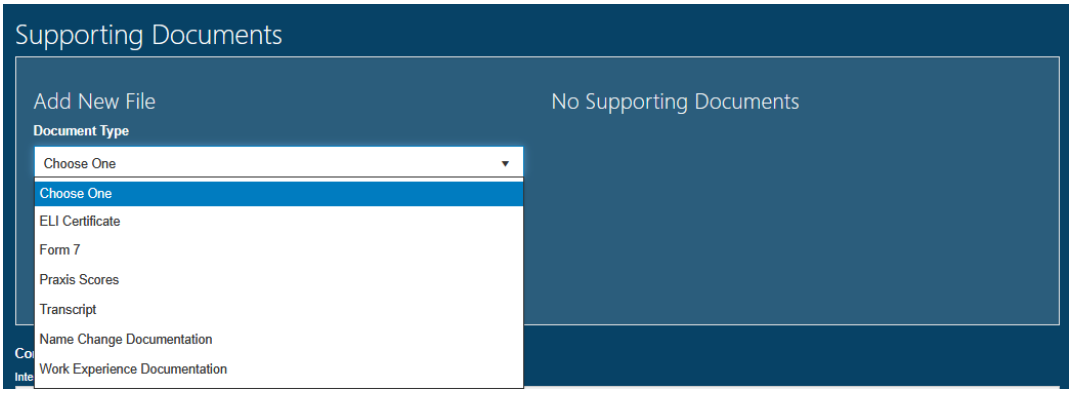
If multiple endorsements were completed, repeat the steps above

Click ADD

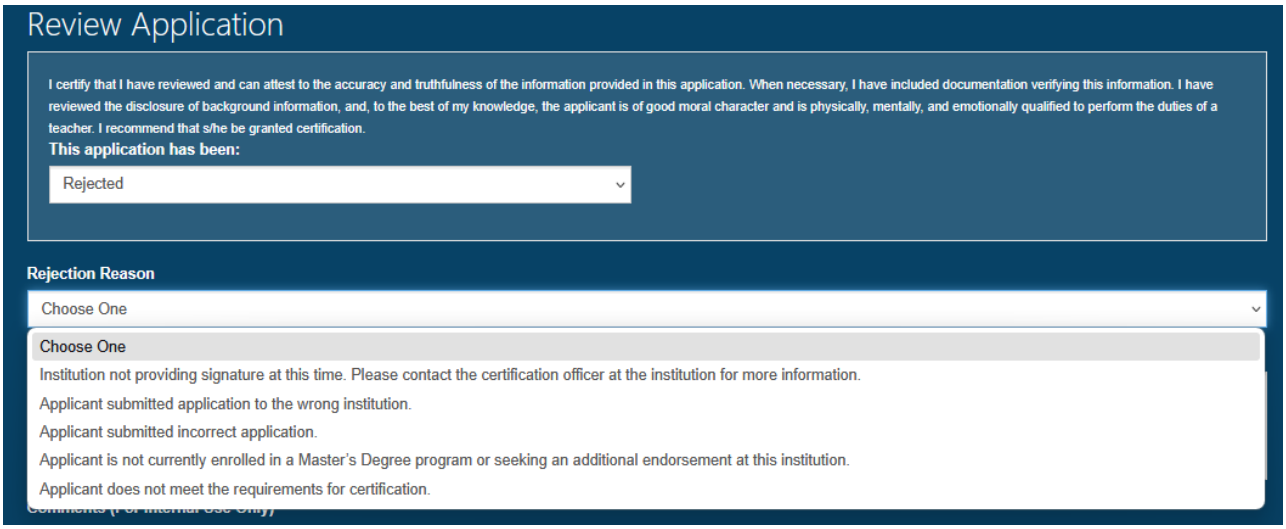




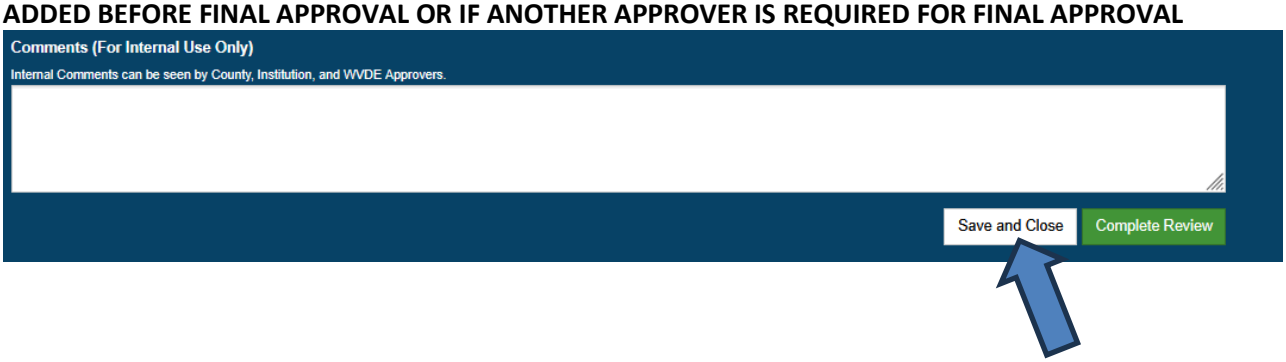
Add OFFICIAL ACADEMIC TRANSCRIPTS, FORM 7, CONTENT ASSESSMENT RESULTS, ON-LINE EVALUATION LEADERSHIP INSTITUTE RESULTS, OR IF THE CANDIDATE HAS REQUESTED THE IHE UPLOAD A NAME CHANGE REQUEST



Click REJECTED IF THE CANDIDATE HAS NOT MET THE REQUIREMENTS FOR INIITAL CERTIFICATION
Select A REASON FOR THE REJECTION
Enter THE EXPLAINATION AS TO WHY THE APPLICATION WAS REJECTED



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



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