



West Virginia DEPARTMENT OF EDUCATION

Forms 20A, 20S, 20SA, 20T

Form 20A: Out-of-State Teaching

Form 20S: In-State IHE for Student Support

Form 20SA: Out-of-State Student Support

Form 20T: In-State Teaching

IHE APPROVAL GUIDE

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 initial teacher and student support 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:

[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

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>	<input type="button" value="Refresh"/> <input type="button" value="View"/>
Daisy Test	H7W143300188	Form 20T Original Teacher	05/22/2025		Marshall U	<div><div>1</div><div>2</div></div> <div>Pending Institution</div>	<input type="button" value="Refresh"/> <input type="button" value="View"/>

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



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, Previously Disclosed and Status are listed for each disclosure along with the ability to view disclosure details.

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 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.

Review Application

Once all legal disclosures have been marked as reviewed, you are ready to complete the approval process. Institutions have three options when completing the process.

1. Approved
2. Rejected
3. Sent Back

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
Approved
Rejected
Sent Back

WVDE Approver(s)

Complete Review

Approved

Institutions must provide information for WVBE required tests, clinical experiences, student teaching & performance assessment and school year. The institution may also upload the candidate's transcript under supporting documentation. The User may include comments at this time which can only be seen by the Institution, County and WVDE.

WVBE Required Tests

[Refer to WVBE Policy 5202 Appendix B for complete listing](#)

Please verify completion of the following

Praxis Basic Skills (CASE)

- ☐ Applicant has completed Praxis Basic Skills
- ☐ Applicant qualifies for Praxis Basic Skills exemption as stated in WVBE Policy 5202 126-136-10.1.b.3.F.1

Praxis PLT or Teacher Performance Assessment (TPA)

- ☐ Applicant has completed Praxis – PLT
- ☐ Applicant has completed a National-Normed Teacher Performance Assessment (TPA)
- ☐ Applicant is exempt from PLT and TPA (those specifically endorsed for Pre-K and Pre-K special needs only, qualify for exemption)
- ☐ Applicant eligible for flexibility resulting from COVID-19 crisis

Praxis II Content Test

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

Applicant GPA

- ☐ Applicant's GPA is 2.5 or higher.

Clinical Experiences, Student Teaching & Performance Assessment

Endorsements Completed

Endorsement:

Choose One... ▼

Grade Level(s):

Choose One... ▼

Assessed in Following Settings

County:

Choose One... ▼

Name of Public School:

Grade Level(s):

Add

Endorsement ^	Grade Level	County	School	Specialization	Grade Level
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No data available in table

Supporting Documents

Add New File

Document Type

Select one ▼

Upload Document

File Size must be less than 5 MB

Select files...

Comments (For Internal Use Only)

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

Save and Close

Complete Review

Rejected

When rejecting an application, the Institution must select one of the rejection reason provided.

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

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
Institution not providing signature at this time. Please contact your institution for more information.

Comments (For Internal Use Only)
Internal Comments can be seen by County, Institution, and WVDE Approvers.

Save and Close Complete Review

