



# 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:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Submit"/>	
<a href="#">Forgot user name and/or password?</a>	

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;"><div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #28a745; color: white; text-align: center;">1</div><div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #ffc107; color: black; text-align: center;">2</div></div> Pending Institution	<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;"><div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #28a745; color: white; text-align: center;">1</div><div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #ffc107; color: black; text-align: center;">2</div></div> Pending Institution	<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	<span>1</span> <span>2</span> Pending Institution	 
Daisy Test	H7W143300188	Form 20T Original Teacher	05/22/2025		Marshall U	<span>1</span> <span>2</span> Pending Institution	 

After clicking the  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

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 

Question 2

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

Question 3

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

Question 4

Is an 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	
<a href="#">Download</a>	

[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  icon enables the user to view disclosure details.

After clicking the  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.

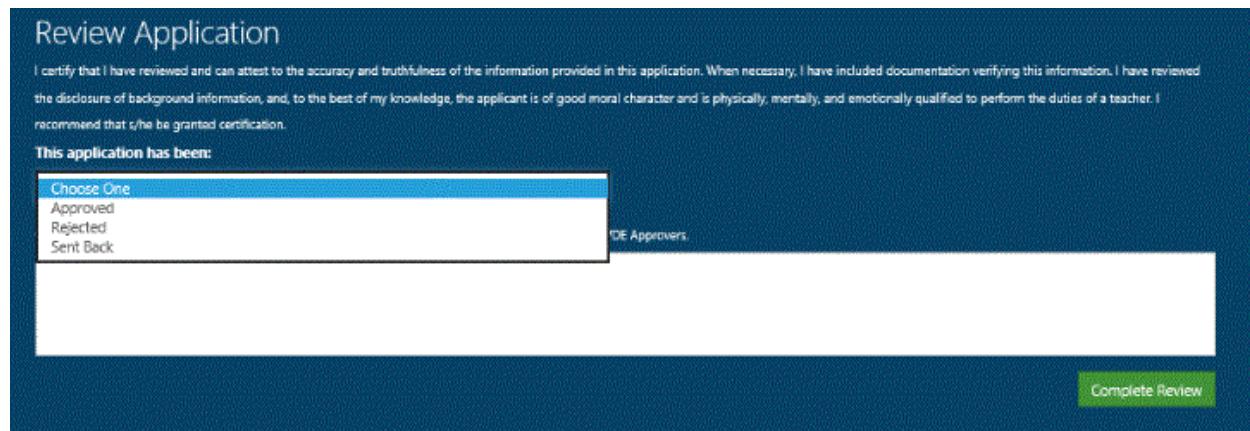
This application has been:

Choose One

Approved  
Rejected  
Sent Back

DE Approvers

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		Assessed in Following Settings			
Endorsement:	Grade Level(s):	County:	School	Specialization	Grade Level
<input type="text" value="Choose One..."/>	<input type="text" value="Choose One..."/>	<input type="text" value="Choose One..."/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
		<b>Grade Level(s):</b> <input type="text" value=""/>			
<a href="#">Add</a>					
<a href="#">Endorsement</a>	<a href="#">Grade Level</a>	<a href="#">County</a>	<a href="#">School</a>	<a href="#">Specialization</a>	<a href="#">Grade Level</a>
No data available in table					

## Supporting Documents

Add New File	
Document Type	Upload Document
<input type="text" value="Select one"/>	<input type="text" value="Select files..."/>
<b>Comments (For Internal Use Only)</b> Internal Comments can be seen by County, Institution, and WVDE Approvers.	
<input type="text" value=""/>	
<a href="#">Save and Close</a> <a href="#">Complete Review</a>	

## 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