

# Application User Guide



## Form 12: Advanced Degree/Salary Class

Office of Certification

REVISED: April 8, 2026

### Overview

The Office of Certification created this user guide to provide detailed instructions for candidates to apply for an **Advanced Degree/Salary Class** to be added to a teaching, student support, or administrative certificate through the WVEAP online system.

### Certification Registration

Each candidate must first register with the Certification Portal to connect their certification records with their **Single Sign-on Account (SSO)/Webtop Account**.

### Account Types

- **Full-time Employees:** A Webtop account (SSO) is automatically assigned to all full-time county school employees.
- **Non-Employees:** If you are not a full-time employee, you must create an SSO account using a valid email address.
- **Current Employees:** Candidates currently employed in a WV School System should already have a Webtop account through their district.

### How to Register

1. Navigate to the West Virginia Education Information System (WVEIS) Certification Portal.



2. Click the **Register** button to start the process.



3. The system will ask questions to determine if you have an existing West Virginia Department of Education (WVDE) record.
4. Once the system locates or creates your record, you may log in to submit your application.

## 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="submit" value="Submit"/>
<a href="#">Forgot user name and/or password?</a>	

## Creating the Application

The **Candidate Dashboard** consists of two sections: **Applications** (pending and history) and **Credentials** (current WVDE files).



The screenshot shows the 'Applications' section of a dashboard. It features a table with 3 active applications. Each row includes columns for Application Type, Date Submitted, Date Resolved, Status, and Holds. The first application is 'Form 201 Original Teacher' submitted on 07/20/2016, with a status of 'Send Back'. The second and third applications are also 'Form 201 Original Teacher', submitted on 08/18/2016 and 10/21/2016 respectively, with a status of 'Pending Institution'. Each row has a 'View' button and a 'Holds' icon. At the bottom, there are buttons for 'View Recent Application History' and 'Create New Application'.

Application Type	Date Submitted ^	Date Resolved ^	Status	Holds
Form 201 Original Teacher	07/20/2016		Send Back	View
Form 201 Original Teacher	08/18/2016		Pending Institution	View
Form 201 Original Teacher	10/21/2016		Pending Institution	View

## Application Steps

1. On the Dashboard, select **Create New Application**.
2. Under Choose Action, select Apply for Advance Degree/Salary or NBPTS.
3. Under Application Type, select Form 12 - Apply for Advanced Degree/Salary Class.
4. Select After completion of an education preparation program from an accredited college or university in West Virginia.
5. Select your United States Citizenship Status.
  - Note: If you are not a U.S. Citizen, you must provide work authorization documentation in the "Supporting Documents" section.
6. Click Start Application.

## Start Application



The screenshot shows a 'Start Application' button. Above the button, there is text: 'Use this form when applying for certification upon completion of an teacher preparation program from a regionally accredited institution of higher education in West Virginia.' Below this text is a link: 'Download Applicant Consent/Release of Background Results'. The 'Start Application' button is green and located at the bottom of the section.

- Note: Once you have started your application you can click edit to edit any personal information that is incorrect or request a name change.

# Legal Disclosures and Background Information

Candidates must answer **Yes** or **No** to all legal disclosure questions.

**Legal Disclosures**  
You must click "Yes" or "No" to every question prior to submitting your application. If you answer "Yes", please complete the required fields and upload supporting documentation if applicable.

**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.

**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, left employment as a result of alleged misconduct, or otherwise left employment while allegations of misconduct were pending?

**Question 4**

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

**Question 5**

Have you ever been arrested, charged with, convicted of or are currently under indictment for a felony?

**Question 6**

Have you ever been arrested, charged with or convicted of a misdemeanor? (For the purpose of this application, minor traffic violations should not be reported.) Charges or convictions for driving while intoxicated (DWI) or driving under the influence of alcohol or other drugs (DUI) must be reported.

- **Reporting Requirements:** You must report all background information even if it was previously mailed to the WVDE.

- **Submitting a "Yes" Answer:** You must provide the Occurrence Date, Title, a brief Narrative, and upload Supporting Files.

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.

Add New Disclosure

Occurrence Date:

Title:

Narrative:

Please check box if this legal disclosure was previously reported using a paper form and mailed to the WVDE.

Supporting Files:

Add Disclosure

- Clicking the select files button allows the candidate to upload documentation which will be submitted to the WVDE along with the remainder of the application.
- Once all the information has been entered and files are uploaded, click the add disclosures button to add the legal disclosure.
- Once added, the candidate will see the view disclosures details button allowing the candidate to view and edit the legal disclosure prior to submitting for approval.

Question 1 Why can't I change my answer? 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.

[View Disclosures Details](#)

Date	Title	Previously Disclosed	Status
Jan 2016	Short description of adverse action goes here	No	No <a href="#">Add</a> <a href="#">Edit</a>

[Add New Disclosure](#)

- **Editing:** You may view and edit disclosures prior to submission, but they cannot be changed once submitted for approval.

## Final Submission

1. **Select Employer:** Choose the Employing County Public School District, WVSD, the Diocese of Wheeling/Charleston, or No County.
2. **Advanced Salary/Degree:** Select the Advanced Salary/Degree being requested.

### Advanced Salary Classification Options

These salary classifications and the applicable coursework are defined in WVBE Policy 5202, §125-136-22.

Please check the appropriate degree or salary level:

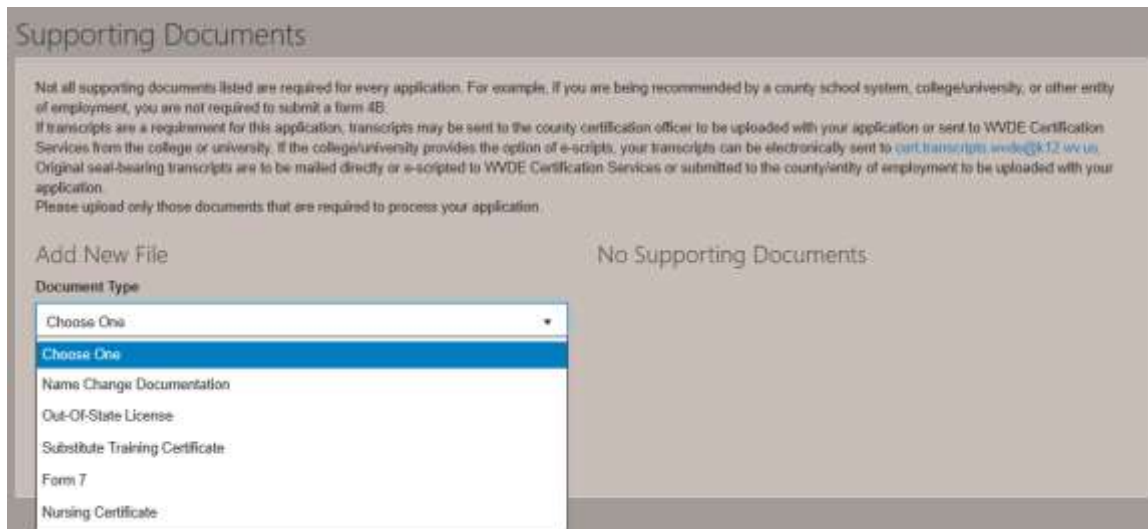
- BA+15 (15 graduate hours or 15 undergraduate hours taken after initial WVDE Professional Certification)
- MA Degree
- MA+15 (Minimum 45 Total Hours)
- MA+30 (Minimum 60 Total Hours)
- MA+45 (Minimum 75 Total Hours)
- Doctorate Degree

3. **Add Course Work:** Enter ALL coursework being claimed for the Advanced Salary.
  - a. Please add previously claimed coursework (e.g., If you have recently completed 3 hours at Marshall University but had 33 hours previously, please add Marshall University - 36 hours)
  - b. Enter the State where the coursework was completed, select the college/university, enter the total number of graduate hours at each college/university, the date the course was completed, then click add.

The screenshot shows a form titled "Add Course Work" with a blue background. It contains the following fields and controls:

- State/Location:** A dropdown menu.
- College/University:** A dropdown menu.
- Eligible Undergraduate Hours:** A text input field with a value of 0.
- Graduate Hours:** A text input field with a value of 0.
- Date Completed:** A text input field with a calendar icon.
- Buttons:** "Cancel" and "Add" buttons at the bottom right.

4. **Upload Documents:** Add any required files (e.g., Name Change, Out-of-State License). **Do not upload official academic transcripts.**



5. **Review and Submit:** Click **Review**, verify all data, and then click **Submit**.

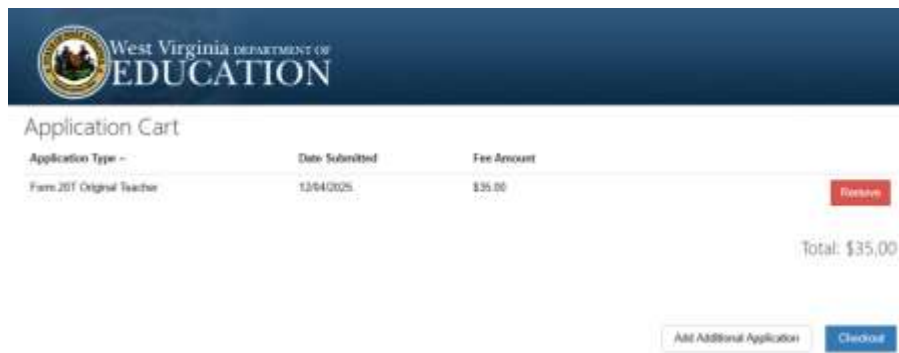


## Payment

After county-level approval, log back into the Certification Portal and click **Pay Now**.



- Note: If the application is rejected, the candidate will need to contact the entity that rejected the application for the reason the application was rejected.
1. Once the Pay Now button is clicked, the screen will display the Application Cart, and the candidate will see all payments required for on-line applications through the Office of Certification.



2. Click **check out**. The Certification Payment screen will display to allow the candidate to enter the information for the payment. Follow the prompts to enter card details and print your receipt.
3. Your application will be routed to our office for processing. If anything is needed, you will be notified via the email address that was entered on your application.