

# Application User Guide



## Form 19: In-State Professional Administrative Certificate

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 **Initial In-State Administrative Application** after completion of an approved preparation program in West Virginia 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

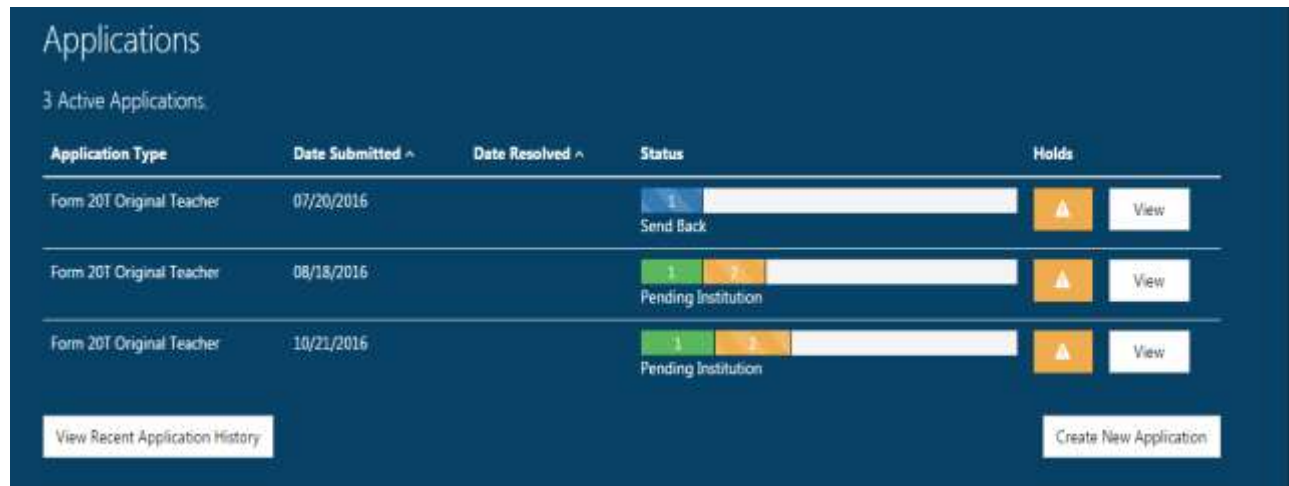
### SSO Login

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 three columns: 'Application Type', 'Date Submitted', and 'Date Resolved'. The 'Status' column contains progress bars and labels like 'Send Back' and 'Pending Institution'. There are also 'Holds' and 'View' buttons for each application. At the bottom, there are buttons for 'View Recent Application History' and 'Create New Application'.

Application Type	Date Submitted ^	Date Resolved ^	Status	Holds
Form 20T Original Teacher	07/20/2016		1 Send Back	▲ View
Form 20T Original Teacher	08/18/2016		1 2 Pending Institution	▲ View
Form 20T Original Teacher	10/21/2016		1 2 Pending Institution	▲ View

View Recent Application History

Create New Application

## Application Steps

1. On the Dashboard, select **Create New Application**.
2. Under Choose Action, select Apply for Licensure.
3. Under License Type, select Administrator.
4. Select, yes if you have completed an administrator preparation program at a West Virginia IHE. Selecting NO will stop the application and make you ineligible for an administrative certificate.
5. Select, Professional Administrative Certificate
6. Select, after completion of an educational preparation program from an accredited college or university in West Virginia.
7. 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.
8. Click Start Application.

## Start Application

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.  
[Download Applicant Consent/Release of Background Results](#)

[Start Application](#)

- **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 submitted to the WVDE.

Supporting Files

Select files...

**Add Disclosure**

- Clicking the **Select files** button allows the candidate to upload documentation which will be sent to the WVDE along with the rest 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 Disclosure Details**

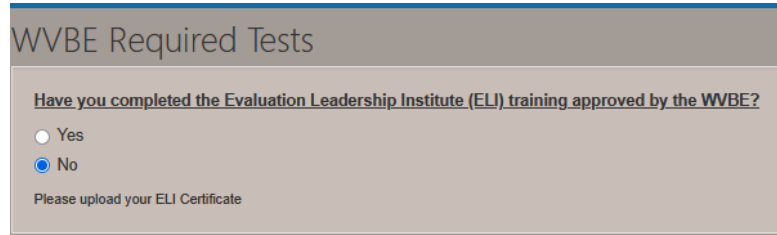
Date	Title	Previously Disclosed	Status
Jan 2016	Short description of adverse action goes here	No	No <b>View</b> <b>Edit</b>

**Add New Disclosure**

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

## WVBE Required Tests, Employer Identification, and Work Experience

1. Select, yes or no, if you have completed the on-line evaluation leadership institute.



WVBE Required Tests

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

Yes

No

Please upload your ELI Certificate

2. Select the employing county if the candidate is employed in any manner of a public school district, multi-county CTE center, WVSDT, WVSDB, MDESC, EPIC, or the Diocese of Wheeling/Charleston in West Virginia.
  - Note: Candidates not employed with any of the previously stated entities in West Virginia will select, I am not currently employed in the last 12 months with any of the school systems listed.



County Information

Are you employed or have you been employed by a WV school system in the last 12 months?

County

Select County

3. Select the institution where the administrative preparation program was completed in West Virginia.



Institution Information

College/University

If your institution is not listed please contact WVDE (304-558-7010 or toll free 1-800-982-2376)

Marshall U

4. Select, add work experience for full-time experience in education and answer yes.
  - Note: Answering no, will not allow the candidate to receive certification.

Work Experience in Education

Reference WVE 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
No Work Experience Found.									

[Add Work Experience](#)

5. Enter in the state date an end date of the work experience, making sure to use the format DD/MM/YYYY.
  - Note: If you are still employed in the position enter the date the school year ends for the end date.
6. Specific assignment is the subject taught.
7. Grade levels are the grades taught.
8. State is where the position was located.
9. Select out-of-state for employing district.
10. Enter the name of the school.
11. Select, **add**.

Add Work Experience

Experience Type

- Education Experience

Start Date

7/1/2021

End Date

6/30/2026

Specific Assignment

BUSINESS EDUCATION

Grade Level Assignment

9-12

State

Alaska

Employing District

Out of State

Employer (District & School Name)

KODIAK HIGH SCHOOLS

[Cancel](#) [Add](#)

## Final Submission and Payment

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

Supporting Documents

Not all supporting documents listed are required for every application. For example, if you are being recommended by a county school system, college/university, or other entity of employment, you are not required to submit a form 4B. If transcripts are a requirement for this application, transcripts may be sent to the county certification officer to be uploaded with your application or sent to WWDE Certification Services from the college or university. If the college/university provides the option of e-scripts, your transcripts can be electronically sent to [cert.transcripts@wvde@k12.wv.us](mailto:cert.transcripts@wvde@k12.wv.us). Original seal-bearing transcripts are to be mailed directly or e-scripted to WWDE Certification Services or submitted to the county/entity of employment to be uploaded with your application. Please upload only those documents that are required to process your application.

Add New File

Document Type

Choose One

Choose One

Name Change Documentation

Out-Of-State License

Substitute Training Certificate

Form 7

Nursing Certificate

No Supporting Documents

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

Review

Review Application

Please take some time to review your application before submitting.

Review

Submit Application

Submit Application

I swear or affirm under the penalty of false swearing that all information provided in or with this application is true, correct, and complete to the best of my knowledge. I understand that any false statements, misrepresentations, or omissions of fact in or with this application are grounds for denial, suspension, or revocation of the license(s) that I am seeking or currently hold.

WWDE Certification Services cannot process an incomplete application. Your application is considered complete when ALL required documentation is received. The Office of Certification cannot be responsible for delays that result from incomplete submissions or paperwork that is not received. I understand that all funds associated with an application are non-refundable whether or not an application is approved or denied and a certificate is issued.

Submit

