



Form 19A: Out-of-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 applying for an Initial Out-of-State Administrative Application through the WVEAP online system after completing an approved preparation program outside of West Virginia.

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"/>
Forgot user name and/or password?	

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 table lists three 'Form 201 Original Teacher' applications. The first application, submitted on 07/20/2016, has a status of 'Send Back'. The second and third applications, submitted on 08/18/2016 and 10/21/2016 respectively, have a status of 'Pending Institution'. Each row includes a progress bar, a 'Holds' button, and a 'View' button. Below the table are two buttons: '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 Licensure.
3. Under License Type, select Administrator.
4. Select **Yes** if you have completed an administrator preparation program at an IHE. Selecting NO will stop the application and make you ineligible for an administrative certificate.
5. Select **Professional Administrative Certificate**.
6. Select **Without a valid out-of-state professional certificate; my college/university needs to approve my application**.
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

The screenshot shows a box with instructions: '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'. Below the text is a green button labeled '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

Add Disclosures

- 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 <input type="button" value="Edit"/> <input type="button" value="X"/>

Add New Disclosure

- **Editing:** You may view and edit disclosures prior to submission; however, 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 online Evaluation Leadership Institute.
2. Select the employing county if the candidate is employed in any capacity by a public school district, multi-county CTE center, WVSDB, WVSDB, MSES, EPIC, or the Diocese of Wheeling/Charleston in West Virginia.
 - **Note:** Candidates not employed with any of the previously stated entities in West Virginia should select **“I am not currently employed in the last 12 months with any of the school systems listed.”**



The screenshot shows a form titled "County Information". Below the title, there is a question: "Are you employed or have you been employed by a WV school system in the last 12 months?". Underneath this question is a label "County" and a dropdown menu with the text "Select County" and a downward arrow icon.

3. Select the state and institution where the administrative preparation program was completed **outside West Virginia**.



The screenshot shows a form titled "Institution Information". It contains two dropdown menus. The first is labeled "State" and has "Alaska" selected. The second is labeled "College/University" and has "Kodak Coll" selected. Below the second dropdown, there is a small text note: "If your institution is not listed please contact WVDE (304-558-7018 or toll free 1-800-862-2378)".

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.

5. Enter the **start date** and **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 refers to the subject taught.
7. Grade levels are the grades taught.
8. State is where the position was located.
9. Select **Out-of-State** for your employing district.
10. Enter the name of the school.
11. Select **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 WVDE 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. Original seal-bearing transcripts are to be mailed directly or e-scripted to WVDE 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 No Supporting Documents

Document Type

- Choose One
- Choose One**
- Name Change Documentation
- Out-Of-State License
- Substitute Training Certificate
- Form 7
- Nursing Certificate

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

3. **Payment:** After IHE and/or 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.
4. Once the **Pay Now** button is clicked, the screen will display the **Application Cart**, and the candidate will see all payments required for online applications through the Office of Certification. Click **Checkout**. The **Certification Payment** screen will display, allowing the candidate to enter payment information. Follow the prompts to enter card details and print your receipt.



5. 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.
6. 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.