



## Form 4A: Renewal or Conversion of a Professional Administrative Certificate

Office of Certification

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### Overview

The Office of Certification created this user guide to provide detailed instructions for candidates to apply for a renewal of a **Professional Certificate Renewal** through the WEAP 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>	



3. Administrative Renewal Requirements:
  - a. A candidate that holds a five-year administrative certificate (Certificate 09 or 01), a master's degree, and 3.0 hours of coursework since the issuance of the expiring certificate that is not over 5 years old would be eligible to renew for a one-year certificate.
  - b. A candidate that holds a five-year administrative certificate (Certificate 09 or 01), a master's degree, and 6.0 hours of coursework since the issuance of the expiring certificate that is not over 5 years old or a master's +30, or Age of 60, would be eligible to renew the certificate for five years.
  - c. A candidate who has two years of full-time experience combined with three other years of educational experience (with at least one year full-time in West Virginia as an Administrator, Supervisor of Instruction, or Superintendent) would be eligible for a permanent administrative certificate without any additional coursework.
4. 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.
5. 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, and mailed to the WVDE.

Supporting Files

- 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.

Date	Title	Previously Disclosed	Status
Jan 2016	Short description of adverse action goes here	No	No <input type="button" value="View"/> <input type="button" value="Edit"/>

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

## Convert to a Permanent Certificate

1. Enter full-time experience if the option to convert to a permanent was selected.
2. If you are still employed in your current position, enter the end date of the current school year.
3. After all information was entered click add.

The screenshot shows the 'Work Experience Verification' interface. At the top, there is a table with columns: Type, Start, End, State, District, Employee, Assignment Position, Grade, Last Action, and Verified. Below the table, it says 'No Work Experience Found'. To the right of the table is a green button labeled 'Add Work Experience'. Below this is the 'Add Work Experience' form. The form has two columns. The left column has 'Experience Type' with a radio button selected for 'Education Experience', 'Start Date' (8/1/2003), and 'End Date' (6/30/2006). The right column has 'Specific Assignment' (ASSISTANT PRINCIPAL), 'Grade Level Assignment' (HUNTINGTON HIGH SCHOOL), 'State' (West Virginia), and 'Employing District' (Cabell). At the bottom right of the form are 'Cancel' and 'Add' buttons.

This screenshot shows the 'Add Work Experience' form with the following fields filled out: Experience Type: Education Experience (selected); Start Date: 8/1/2003; End Date: 6/30/2006; Specific Assignment: ASSISTANT PRINCIPAL; Grade Level Assignment: HUNTINGTON HIGH SCHOOL; State: West Virginia; Employing District: Cabell. The 'Add' button is highlighted in green.

## Renewal Options

1. Select the renewal option that is available to renew or convert the certificate that has been completed.

### Renewal Options

The screenshot shows the 'Renewal Options' section with a radio button selected for 'Five (5) years of educational experience, which includes two (2) years administrative experience, and one (1) of those years a full time administrator in West Virginia (as defined in WVBE Policy 5202)'. There are no other options visible.

2. Select the West Virginia school system where you have been employed within the last twelve months.
  - a. If you have not been employed in a West Virginia school system where you have been employed within the last twelve months, select No County.

## 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](mailto: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

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.

Continue

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.

WVDE 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

3. **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.
4. 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.



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.