



## Form 4S: Renewal or Conversion of a Professional Student Support 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 Student Support Certificate Renewal** 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 displays two main sections of the Candidate Dashboard. The top section, titled "Applications", shows a list of three "Form 267 Original Teacher" applications. Each application entry includes the "Date Submitted", "Date Received", "Status", and "Notes". The status for all three is "Pending Institution". Below the list are buttons for "View Recent Application History" and "Create New Application".

The bottom section, titled "Credentials", shows a list of certificates. The first certificate is "01-1 Professional Administrative Certificate", which is expanded to show a table of endorsements:

Endorsement	Assigned Grades	Effective	Endorsement	Expiration
8001 - Superintendent	PK-AD	7/1/2019	7/1/2019	6/30/2024
8015 - Principal	PK-AD	7/1/2019	7/1/2019	6/30/2024

Below this are two other certificates: "21-1 Professional Teaching Certificate" and "50-1 Temporary Authorization", each with a "Renew" button. The "50-1 Temporary Authorization" is also expanded to show a table of endorsements:

Endorsement	Assigned Grades	Effective	Endorsement	Expiration
2213 - Coach	PK-AD	7/1/2023	7/1/2023	6/30/2024

## Application Renewal Steps

1. On the Dashboard, in the Credentials Section, select, renew or convert beside the certificate.
2. Under I want to, Select the radio button beside which renewal option you want.

I want to...

- Renew my professional administrative certification that has been issued for five (5) years.
- Renew my professional administrative certification that has been issued for one (1) year.
- Convert to a permanent professional administrative certificate.

[View Requirements](#)

### 3. Student Support Renewal Requirements:

- a. A candidate that holds a three-year certificate (Certificate 31-1 or 31-2 or 32-1 or 32-2), a bachelor's or 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 three-year certificate (Certificate 31), a bachelor's or 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 three-year certificate.
- c. A candidate that holds a three-year certificate (Certificate 31), a bachelor's or master's degree, two years of full-time experience as a School Counselor, Speech-Language Pathologist, School Psychologist, School Nurse, or Attendance Director (with one year minimum in West Virginia public schools or accredited non-public school as listed in Policy 2330, 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 for a Five-Year Student Support Certificate.
- d. A candidate that holds a five-year certificate (Certificate 32-1 or 32-2), a bachelor's or 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 five-year certificate if they have not met the experience or degree requirement.
- e. A candidate that holds a three-year certificate (Certificate 31-1 or 31-2) a master's degree, five years of full-time teaching experience with one year minimum in West Virginia public schools or accredited non-public school as listed in Policy 2330 School Counselor, Speech-Language Pathologist, School Psychologist, School Nurse, or Attendance Director, 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, they would be eligible for a Permanent Student Support Certificate.
- f. A candidate that holds a five a five-year certificate (Certificate 32), a master's degree, five years of full-time teaching experience with one year minimum in West Virginia public schools or accredited non-public school as listed in Policy 2330 as a School Counselor, Speech-Language Pathologist, School Psychologist, School Nurse, or Attendance Director, they are eligible for a permanent certificate with no coursework required.
- g. A candidate that holds a bachelor's degree, two, five-year certificates (Certificate 32) issued for five years each, six hours of coursework taken since the issuance of the expiring certificate and cannot be over five years old, or age of 60, and five years of full-time experience with two years as School Counselor, Speech-Language Pathologist, School Psychologist, School Nurse, or Attendance Director with one year minimum in West Virginia public schools or accredited non-public school as listed in Policy 2330, may apply for a Permanent Certificate.

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



- 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.

- 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.

Date	Title	Previously Disclosed	Status
Jan 2016	Short description of adverse action goes here	No	No

- **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.

Work Experience Verification

Please provide verification of experience needed to convert a certificate or apply for a permanent certificate.

Type	Start	End	State	District	Employee	Assignment Position	Grade	Last Action	Verified
No Work Experience Found.									

[Add Work Experience](#)

Add Work Experience

Experience Type

Education Experience

Start Date

End Date

Specific Assignment

Grade Level Assignment

State

Employing District

Add Work Experience

Experience Type

Education Experience

Start Date

End Date

Specific Assignment

Grade Level Assignment

State

Employing District

## Renewal Options

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

### Renewal Options

Select one renewal option.

- I am submitting six (6) semester hours of coursework related to the public school program or have completed WVDE WVLearns eligible courses.
- Master's plus 30 hours Salary Classification or greater (six (6) semester hours not required).
- Six (6) semester hours of coursework prescribed by the county as a result of an evaluation.
- I have reached age sixty (60) or above (must provide a copy of birth certificate or official government issued documentation).
- National Board for Professional Teaching Standards Certification reflected on a West Virginia Credential

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.

Review

