



Form 4T: Renewal or Conversion of a Professional Teaching Certificate

Office of Certification
REVISED: April 8, 2026

Overview

The Office of Certification created this user guide to provide detailed instructions for **candidates to request renewal of a one (1) year certificate., request renewal of a three (3) year or five (5) year certificate, convert a three (3) year certificate to a five (5) year certificate, or convert a three (3) year or a five (5) year certificate to a permanent 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"/>
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).

Application Type	Date Submitted	Date Resolved	Status	Hints
Form 201 Original Teacher	07/26/2019		Send Back	View
Form 201 Original Teacher	08/18/2019		Pending Institute	View
Form 201 Original Teacher	10/21/2019		Pending Institute	View

Endorsement	Assigned Grades	Effective	Endorsement	Expiration
0001 - Superintendent	PK-AD	7/1/2019	7/1/2019	6/30/2024
0010 - Principal	PK-AD	7/1/2019	7/1/2019	6/30/2024

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 beside the certificate.
2. Under I want to, Select the radio button beside which renewal option that applies to you. The renewal options are listed below:
 - A candidate that holds or held a three-year certificate (Certificate 21-1 or 21-2 or 22-1 or 22-2, or 26), 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.
 - A candidate that holds or held a three-year certificate (Certificate 21), 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.

- A candidate that holds or held a non-transferable certificate (Certificate 26), can only renew the certificate for three years with 6.0 hours of coursework since the issuance of the expiring certificate that is not over 5 years old, an MA+30, or reached the age of 60. Once a candidate completes a national-normed Teacher Performance Assessment (edTPA) or has reached five years of full-time experience with one year minimum full-time in West Virginia and 6.0 hours of coursework, an MA+30, or reached the age of 60, they can apply to convert your certificate and move forward to a Five-Year or Permanent Certificate.
- A candidate that holds or held a three-year certificate (Certificate 21), a Bachelor's or Master's Degree, Two 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, and completed the Beginning Educator Internship/Induction or were declared exempt by a county school system or WVBE Policy 5202, 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 Teaching Certificate.
- A candidate that holds or held a five-year certificate (Certificate 22-1 or 22-2), 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 requirement.
- A candidate that holds or held a three-year certificate (Certificate 21-1 or 21-2) 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, and completed the Beginning Educator Internship/Induction or were declared exempt by a county school system or WVBE Policy 5202, 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 Teaching Certificate.
- A candidate that holds or held a five a five-year certificate (Certificate 22), a Master's Degree, fi2330 andof full-time teaching experience with

one year minimum in West Virginia public schools or accredited non-public school as listed in Policy 2330, and completed the Beginning Educator Internship/Induction or were declared exempt by a county school system or WVBE Policy 5202, they are eligible for a permanent certificate with no coursework required.

- A candidate that holds or held a Bachelor's Degree, two, five-year certificates (Certificate 22) 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 teaching experience including two years of full-time teaching experience in the endorsement area with one year minimum in West Virginia public schools or accredited non-public school as listed in Policy 2330, and completed the Beginning Educator Internship/Induction or were declared exempt by a county school system or WVBE Policy 5202, may apply for a Permanent Certificate.
3. Select your United States Citizenship Status.
 - a. Note: If you are not a U.S. Citizen, you must provide work authorization documentation in the "Supporting Documents" section.
 4. If the candidate has selected to renew it for one year or three years, select start application.
 5. If the candidate has selected to convert the three-year certificate to a five-year certificate, beginning educator internship/induction (county mentor program) and work experience questions will appear.
 - a. Note: If the candidate has not completed two years of full-time experience in the area on the teaching certificate with one year in West Virginia, the application will not move forward and will need to be renewed.
 6. If the candidate has selected to convert to a permanent certificate, the beginning/educator internship and work experience question will appear.
 - a. Note: If the candidate has not completed an internship/induction (county mentor program), nor meet the two years of full-time experience, the application will not move forward.

Beginning Educator Internship/Teacher Induction

Do not include student teaching.

- I have completed a West Virginia Beginning Educator Internship/Teacher Induction as pursuant to WV code 10-A-3-3.
- I have completed an Out-Of-State Beginning Educator Internship/Teacher Induction as pursuant to WV code 10-A-3-3.
- Exempt from Beginning Educator Internship/Teacher Induction - I have a minimum of 5 years Out-Of-State teaching experience.
- Exempt from Beginning Educator Internship/Teacher Induction - I have National Board Certification that is reflected on a WV certificate.
- Exempt from Beginning Educator Internship/Teacher Induction - I have held a West Virginia initial teaching certificate effective prior to Jan 1, 1992.
- Exempt from Beginning Educator Internship/Teacher Induction - I have held an out-of-state initial teaching certificate effective prior to Jan 1, 1992 (documentation is required).
- None of the above options apply.

Work Experience in Education

Please confirm in the support document section verification reflects your application to verify work experience and ask WVA for Management Level Experience or Out-Of-State Educational Experience.
Do you have two (2) years of educational experience with at least one (1) of those years full time in West Virginia?

Yes No

7. 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](#)

a. 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

Select 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 Disclosure Details

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

Add New Disclosure

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

Full Time Experience Section (Conversion to a Five-Year or Permanent Certificate Only)

1. If still employed in current position enter in 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.
2. Specific assignment is the subject taught.
3. Grade levels are the grades taught.
4. State is where the position was located.
5. Select out-of-state for employment district.
6. Enter the name of the school.
7. Select, **Add**.

Add Work Experience

Experience Type
 Education Experience

Start Date
8/1/2010

End Date
6/30/2025

Specific Assignment
BUSINESS EDUCATION TEACHER

Grade Level Assignment
9-12

State
West Virginia

Employing District
Cabell

Cancel Add

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

Employer Identification and Endorsement Selection

9. Select the employing county if the candidate is employed in any manner of a public school district, multi-county CTE center, WVSDB, WVSDB, MSES, EPIC, or the Diocese of Wheeling/Charleston in West Virginia.

County Information

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

County
Select County

- 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.

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.**

The screenshot shows a web interface titled "Supporting Documents". It contains a paragraph of instructions: "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 #B. 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-scanned 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." Below the text is a section labeled "Add New File" with a "Document Type" dropdown menu. The dropdown is open, showing options: "Choose One", "Name Change Documentation", "Out-Of-State License", "Substitute Training Certificate", "Form 7", and "Nursing Certificate". To the right of the dropdown, the text "No Supporting Documents" is displayed.

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

The screenshot shows a web interface titled "Review". Below the title is a section titled "Review Application" with the text "Please take some time to review your application before submitting." and a green "Review" button.

The screenshot shows a web interface titled "Submit Application". Below the title is a section titled "Submit Application" with a disclaimer: "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." Below this is another disclaimer: "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." At the bottom is a green "Submit" button.

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



- b. 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.