



West Virginia DEPARTMENT OF  
**EDUCATION**

## **Office of Certification**

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### **Process for Initial Administrative On-Line Applications**

**(Forms 19, 19A, 19R)**

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# **Applicant User Guide**

Last Updated July 29, 2019

The West Virginia Department of Education, Office of Certification have created this user guide, in conjunction with West Virginia Interactive for your reference.

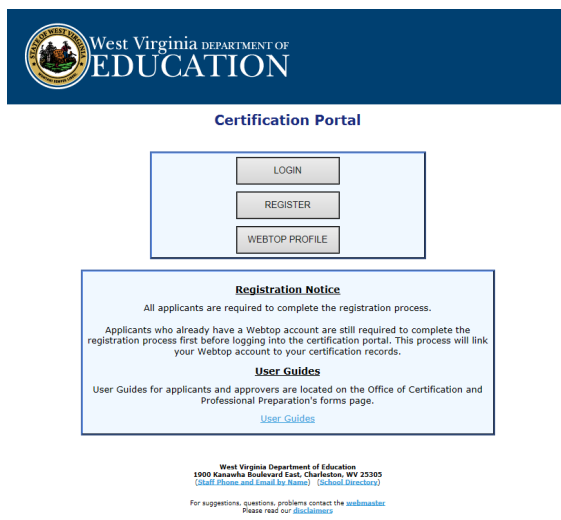
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## Certification Registration

Each applicant must first register with the Certification Portal to connect their certification records with their Webtop Account. A Webtop account is assigned to all full-time county school employees. If you are not a full-time employee, please follow the steps below to create one.

From the Certification Portal home page (<https://wveis.k12.wv.us/certportal/>), click the “Register” button to start the certification portal registration process.

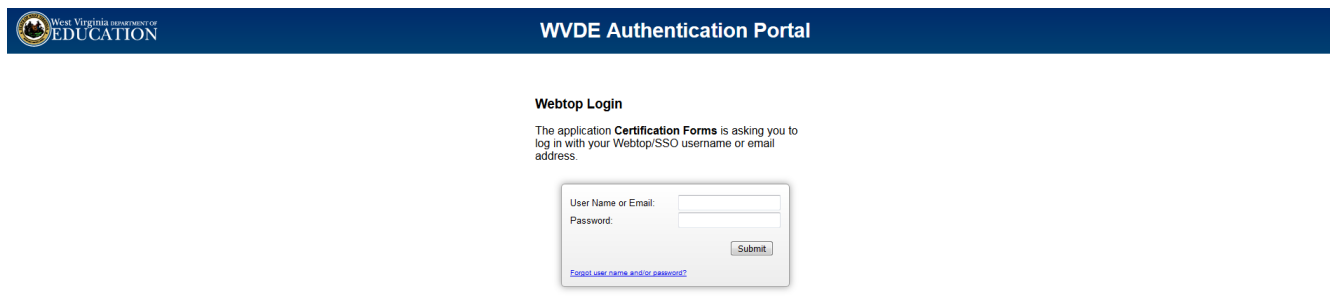


The screenshot shows the 'Certification Portal' page for the West Virginia Department of Education. At the top is the department's logo and name. Below this, the title 'Certification Portal' is centered. A light blue box contains three buttons: 'LOGIN', 'REGISTER', and 'WEBTOP PROFILE'. Below the buttons is a 'Registration Notice' section with text explaining the registration process for applicants and those with existing Webtop accounts. It also includes a link to 'User Guides'. At the bottom of the page, contact information for the West Virginia Department of Education is provided, along with a link to the 'Webmaster' for suggestions and a link to 'disclosures'.

The registration process will ask you several questions to determine if you have a West Virginia Department of Education certification record. If you are not in the system, the process will assist you in creating your certification record. If the system locates certification records for you, it will display basic account information for verification.



The last step in the registration process is to either create a Webtop account or locate your current Webtop Account.

Once you have completed the registration process you can log into the Certification Portal and submit your application.



The screenshot shows the 'WVDE Authentication Portal' page. It features the department's logo and name at the top. The title 'WVDE Authentication Portal' is centered. Below this, the section 'Webtop Login' is displayed. A message states: 'The application Certification Forms is asking you to log in with your Webtop/SSO username or email address.' Below the message is a login form with two input fields: 'User Name or Email:' and 'Password:'. A 'Submit' button is located to the right of the password field. At the bottom of the form, there is a link that says 'Forgot your name, email or password?'.

## Applicant Dashboard

Form 20A Original Teacher (Out-Of-State)	02/27/2017	<div><div>1</div><div>2</div><div></div></div>	Pending Institution		<a href="#">View</a>
Form 20A Original Teacher (Out-Of-State)	02/27/2017	<div><div>1</div><div>2</div><div>3</div></div>	Pending Payment		<a href="#">Pay Now</a>

The Applicant Dashboard consists of two sections, Applications and Credentials.

### Applications

#### Pending Applications

Displays all pending applications submitted by the user and the status in the application process.

#### View Recent Application History

View previously submitted applications.

### Credentials

#### Certificates

Displays the credentials the user currently has on file with the WVDE. All credentials that have the [Renew](#) button beside it may be renewed using the new online process.

### Beginning the Application

To begin the application process, you will see the following screen and you will select “CREATE NEW APPLICATION.”

### Create New Application

For New Applications only. If you see a renew button next to the credential in the table above, choose that option.

[Create New Application](#)

Once you have selected Create New Application, you will be asked to the Choose License Type and you will select ADMINISTRATOR.

### Application for Licensure

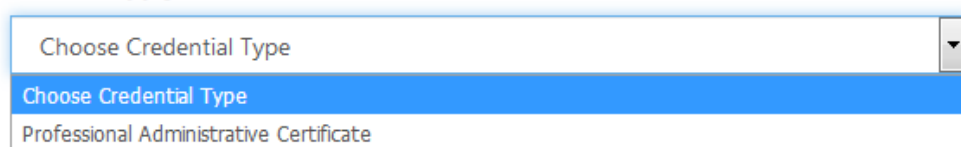
Please choose license type

Next, you will be asked to answer if you completed an Administrator Preparation Program

**Have you completed a student support preparation program?**

The menu will then ask what you want to apply for and you will respond with Initial Administrative Certificate.

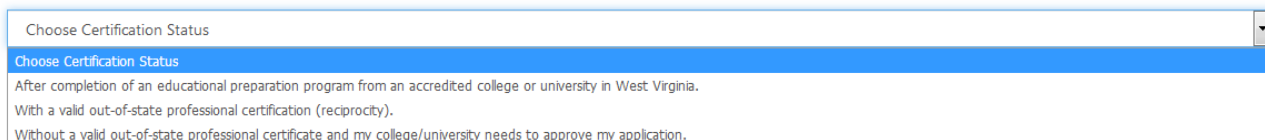
**I wish to apply for...**



A screenshot of a web form with a dropdown menu. The menu is open, showing three options: 'Choose Credential Type' (highlighted in blue), 'Choose Credential Type', and 'Professional Administrative Certificate'.

The next drop –down selection will ask you how you are wanting to obtain the Initial Administrative Certificate.

**I am applying...**



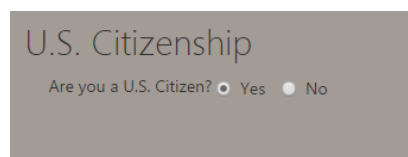
A screenshot of a web form with a dropdown menu. The menu is open, showing three options: 'Choose Certification Status' (highlighted in blue), 'Choose Certification Status', and 'Without a valid out-of-state professional certificate and my college/university needs to approve my application.'.

**\*Option 1 is selected if you have completed the approved program at a West Virginia College or University and you do not have a Student Support Certificate from another state.**

**\*Option 2 is selected if you have a valid, renewable Professional Certificate from another State Department of Education (Reciprocity).**

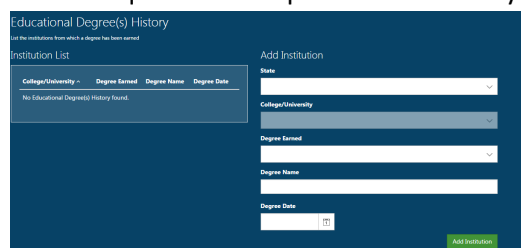
**\*Option 3 is selected if you went to an out-of-state college or university for the Administrative Program and you have completed the West Virginia required exams, but you do not have a license issued by another state, nor an application in process in another state for the same certification.**

Next, you will be asked if you are United States Citizen and you will select Yes or No.



A screenshot of a web form titled 'U.S. Citizenship'. It asks 'Are you a U.S. Citizen?' with two radio buttons: 'Yes' (selected) and 'No'.

The next step is to add your institution where you completed your degree and certification. If you have not made any other on-line applications with the Office of Certification, this section will be blank and you will be required to complete the necessary Educational Degree(s) History.



A screenshot of a web form titled 'Educational Degree(s) History'. It has a table with columns: 'College/University', 'Degree Earned', 'Degree Name', and 'Degree Date'. Below the table is a form to 'Add Institution' with fields for 'State', 'College/University', 'Degree Earned', 'Degree Name', and 'Degree Date'. There is an 'Add Institution' button at the bottom right.

Click **Start Application**

## Start Application

### Professional Administrative Certificate

Use this form when applying for certification upon completion of an approved educational personnel preparation program through a regionally accredited out-of-state institution.

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

Start Application



## The next section will have you answer the Legal Disclosures

Applicants are required to report all background information even if the disclosure was submitted to the WVDE as part of a previous submission. Please select **“Yes”** or **“No”** to every question.

\*\*\*If you have answered **NO** to all six questions, please continue to the **COUNTY INFORMATION** SECTION.

If you answered **YES** to any of the questions above, you are required to complete a series of questions

regarding the legal disclosure that **MUST** include The Occurrence Date, Title, Narrative, Previously Reported and Supporting Files are required for in order to add the disclosure.

You should click the checkbox if the disclosure was previously reported to the WVDE prior to the new online system becoming available. **Previously reported legal disclosures do not require supporting files to be uploaded, however, you must provide a brief narrative.** If the disclosure was not previously reported, you **MUST** upload all applicable documentation.

Clicking the [Select files...](#) button allows you to upload documentation that will be submitted to the WVDE along with the remainder of the application.

Once all your information has been entered and files uploaded, click the [Add Disclosure](#) button to add the legal disclosure.

Once added, you will see the [View Disclosure Details](#) button allowing you to view and edit the legal disclosure prior to submitting for approval.

Please note, you may not edit or delete a legal disclosure once it has been submitted 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

Edit

Add New Disclosure

## Selecting County of Employment

Please select from the dropdown list the county where you are currently employed. If you are not currently employed including as a substitute, please select the first option in the selection list.

If you are employed by WV public school system, Multi-County Career and Technical Education Center, Office of Diversion and Transition Programs (ODTP), WV School for Deaf/Blind, Diocese of Wheeling-Charleston, or WVDE in which you are currently employed or have been employed within the past months.

**\*\*This is not the county where you live or where the entity is located if it is not a county school system.**

### County Information

Please select the WV public school system, Multi-County Career and Technical Education Center, Office of Diversion and Transition Programs (ODTP), WV School for Deaf/Blind, Diocese of Wheeling-Charleston, or WVDE in which you are currently employed or have been employed within the past months.

County

Select County

If you have selected to receive your certification by any other option besides Reciprocity, you will see the Institution Information displayed. Otherwise, you will proceed to the **SUPPORTING DOCUMENTS** section.

### Institution Information

State

Select One

College/University

If your Institution is not listed please contact WVDE (304-558-7010 or toll free 1-800-982-2378)

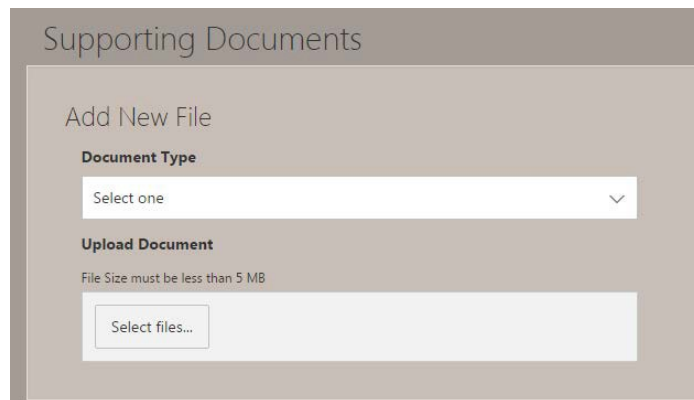
Select College/University

Transcript Delivery Method

Select one



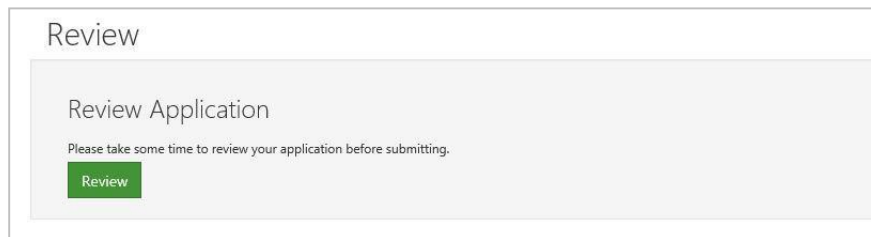
The next step will ask you to upload any supporting documents (Form 7, PRAXIS Score Report, Name Change Documentation or Driving Record). These documents are only to assist you if you need to upload one of these documents and not mandatory to upload them all.



The screenshot shows a section titled "Supporting Documents". Below the title is a sub-header "Add New File". Under this, there is a "Document Type" label followed by a dropdown menu with "Select one" and a downward arrow. Below the dropdown is an "Upload Document" label. Underneath that, a note states "File Size must be less than 5 MB". At the bottom of this section is a button labeled "Select files...".

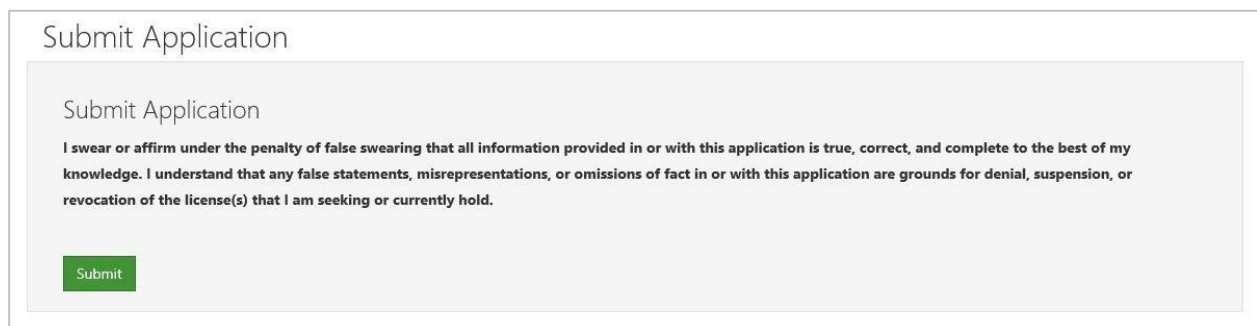
## Reviewing Application

Once all of the required information has been entered, click the [Review](#) button to review your application and make any needed changes prior to submitting for approval.



The screenshot shows a section titled "Review". Below the title is a sub-header "Review Application". Underneath, a message says "Please take some time to review your application before submitting." At the bottom of this section is a green button labeled "Review".

If all the information is correct, click the [Submit](#) to submit to your county superintendent for approval.




The screenshot shows a section titled "Submit Application". Below the title is a sub-header "Submit Application". Underneath, there is a sworn statement: "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." At the bottom of this section is a green button labeled "Submit".

## Approval Process

Once you have submitted your Initial Administrative application to the college or university or county superintendent for approval (if required), you will notice that your status has changed from "Not Submitted" to "Pending Institution" or "Pending County" and you also have the addition of a "Holds" button.

Applications				
1 Active Applications.				
Application Type	Date Submitted ^	Date Resolved ^	Status	Holds
Form 39 Temporary Authorization	04/19/2016		<div>1</div> <div>2</div> <div></div>	<div>  </div> <div>View</div>
Pending County				
View Recent Application History				

Clicking the  button allows you to view any holds placed on the application. You will notice in the figure below that a hold has been placed on the application letting you know it is pending county superintendent approval.

Application Holds

Reason	Remarks	Hold Date ^	Resolved ^
Signature - Signature of County or Program Director required		04/19/2016	

Showing 1 to 1 of 1 entries

Previous

Next

Close

The “Hold Date” column states when the hold was placed on the application and the “Resolved” column lets you know when the hold was removed. Clicking the [View](#) allows you to view the submitted application, but you will be unable to make any changes while the application is under review.

Now that you have submitted your initial teaching certificate application for approval, the application can either be approved, denied or sent back by the approving county.

## Approved

If your application has been approved (if approval is required), you will receive an email stating approval of the application and you that you must now login to your dashboard to pay for any fees associated with the application. The figure below shows an example of an application that has been approved by the county and is pending payment.

Form 20A Original Teacher (Out-Of-State)


02/27/2017

1

2

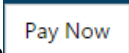
3

Pending Payment



Pay Now

## Pay Now

Clicking the  button adds the application to the cart and directs you to the Application Cart page.

## Payment Process

The Application Cart Page includes the application type, date submitted and fee amount for the application being submitted. As additional credentials become available to apply or renew online, you will have the ability to pay for multiple applications simultaneously.



Click the [View](#) button to determine what changes are required.

As you can see below Question 1 of the legal disclosures, section requires more information. You may now either edit the application by clicking the [Edit](#) button and/or provide an additional narrative and upload files by clicking the [Provide Additional Information](#) button.

The screenshot shows a web interface for 'Question 1'. At the top right, there is a link 'Why can't I change my answer?' and two buttons: 'No' and 'Yes'. Below this is a text box containing the question: '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.' Below the text box is a table with the following columns: 'Date ^', 'Title', 'Previously Disclosed ⓘ', and 'Status'. The table has one row with the date 'Jan 2016', the title 'Short description of adverse action goes here', and the status 'No'. To the right of the 'Status' column, there is a link 'Additional Information Requested' and two buttons: 'Provide Additional Information' and 'Edit'. At the bottom left of the interface is a button 'Add New Disclosure'.

Date ^	Title	Previously Disclosed ⓘ	Status
Jan 2016	Short description of adverse action goes here	No	<a href="#">Additional Information Requested</a> <a href="#">Provide Additional Information</a> <a href="#">Edit</a>

If you require further assistance, please contact the WVDE, Office of Certification at 304-558-7010.