



West Virginia DEPARTMENT OF  
**EDUCATION**

**Office of Certification Process for the Initial  
and Renewal of Coaching, Limited Football  
Trainer, and Athletic Trainer Authorizations**

# **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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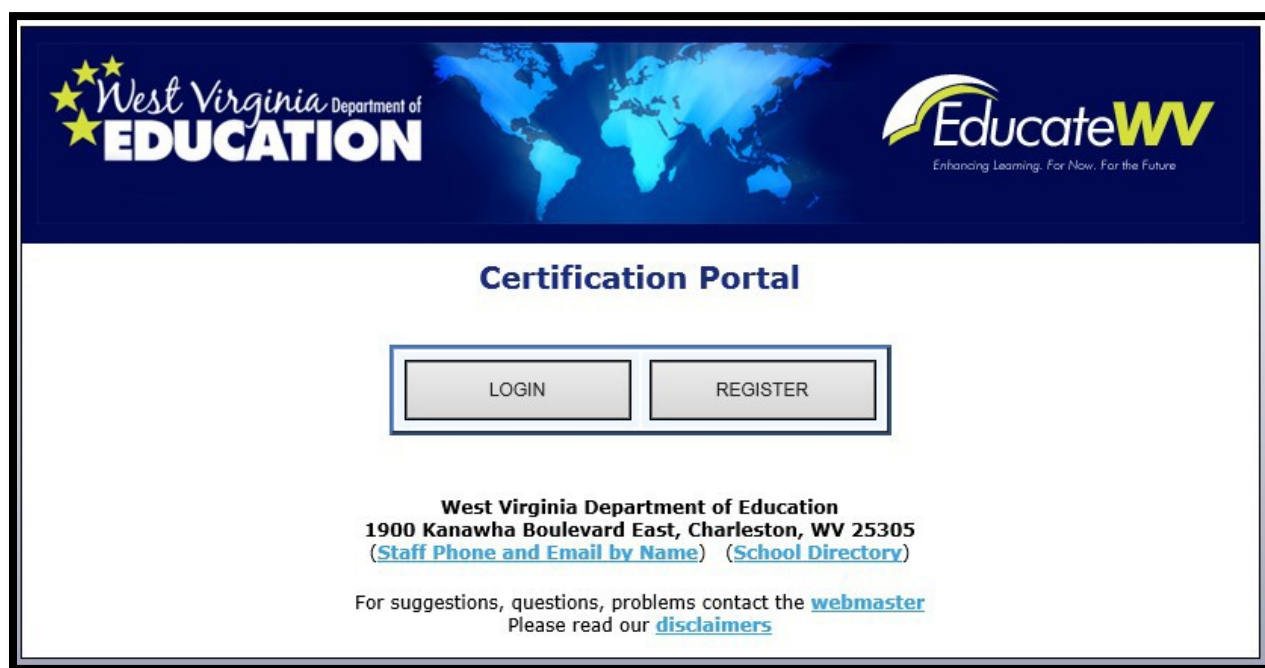
## Certification Registration

Each applicant must first register with the Certification Portal to connect their certification records with their Single Signon Account (SSO)/Webtop Account. A Webtop account (SSO) 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.

### For applicants whom do not have a SSO account:

The registration process will assist you in creating your SSO account. A valid email address is required when creating a SSO account. Applicants who are currently employed in a WV School System should already have a SSO account/Webtop account through their district. Applicants will need the SSO username and password to register and log in.

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



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 SSO user account or locate your current SSO account.

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

## Certification Portal Registration

### Congratulations, Registration Completed!!!

You have successfully complete registering for a Certification Portal Account.

Reminder : If during your registration process you were required to create a webtop account, an email has been sent to your email address that requires you to click on the activation link in the email to complete the webtop verification process. This must be done before you can log into the certification portal.

Login

**West Virginia Department of Education**  
**1900 Kanawha Boulevard East, Charleston, WV 25305**  
([Staff Phone and Email by Name](#)) ([School Directory](#))

For suggestions, questions, problems contact the [webmaster](#)  
Please read our [disclaimers](#)

## WVDE Authentication Portal

### Webtop Login

The application **Certification Portal** is asking you to log in with your Webtop/SSO username or email address.

User Name or Email:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Submit"/>	
<a href="#">Forgot user name and/or password?</a>	

# Applicant Dashboard

The screenshot shows the Applicant Dashboard. The top section, 'Applications', has a dark blue background and states 'No pending Applications.' with a button 'View Recent Application History'. The bottom section, 'Credentials', has a white background and shows '1 Certificates'. Below this is a table with columns: Certificate, Endorsement, Assigned Grades, Effective, Endorsed, and Expiration. A single row is visible for 'Temporary Authorization' with an orange 'Renew' button.

Certificate	Endorsement	Assigned Grades	Effective	Endorsed	Expiration ^	
Temporary Authorization	2213 - Coach	PK-AD	01/15/2015	01/15/2015	06/30/2015	<a href="#">Renew</a>

The applicant dashboard consists of two sections, Applications and Credentials.

## Applications

### Pending Applications

Displays all pending coaching renewal applications submitted by the user. As you can see in *Figure 1*, no pending application(s) currently exist.

### View Recent Application History

View previously submitted applications.

## Credentials

### Certificates

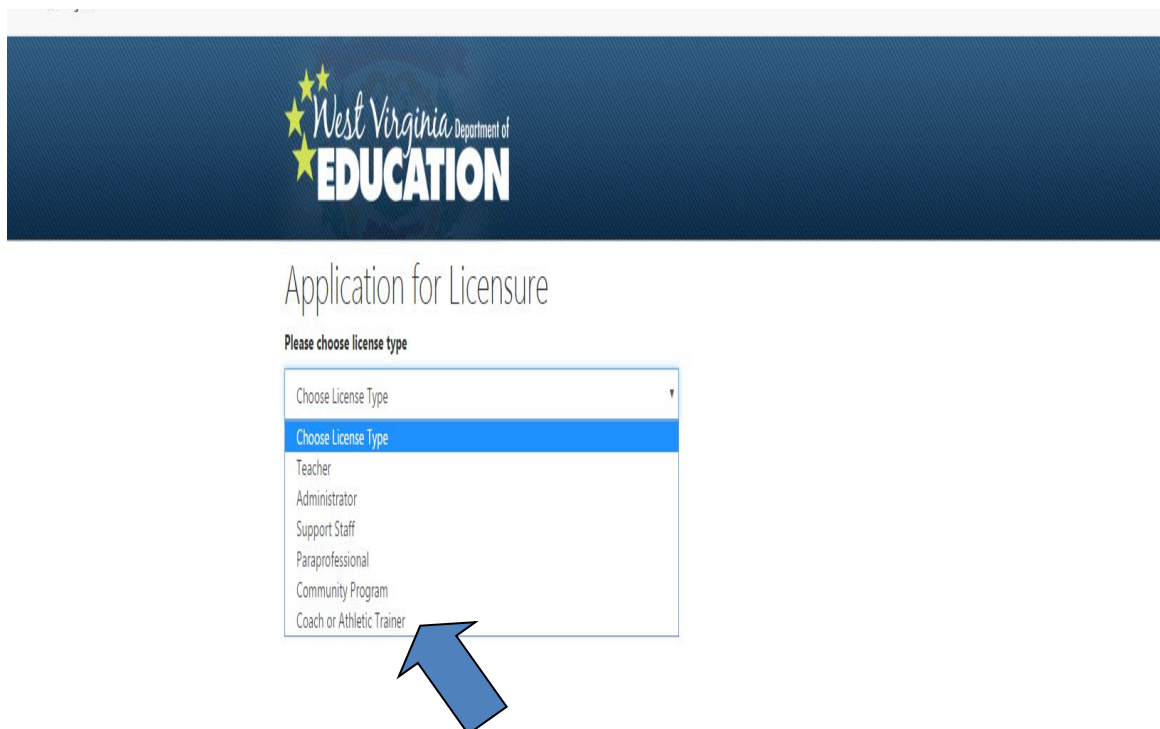
Displays the credentials the user currently has on file with the WVDE. All credentials that have the [Renew](#) button beside it may be renewed using the new online process.

# Applying for an Initial Authorization for Coach, Limited Football Trainer, or Athletic Trainer

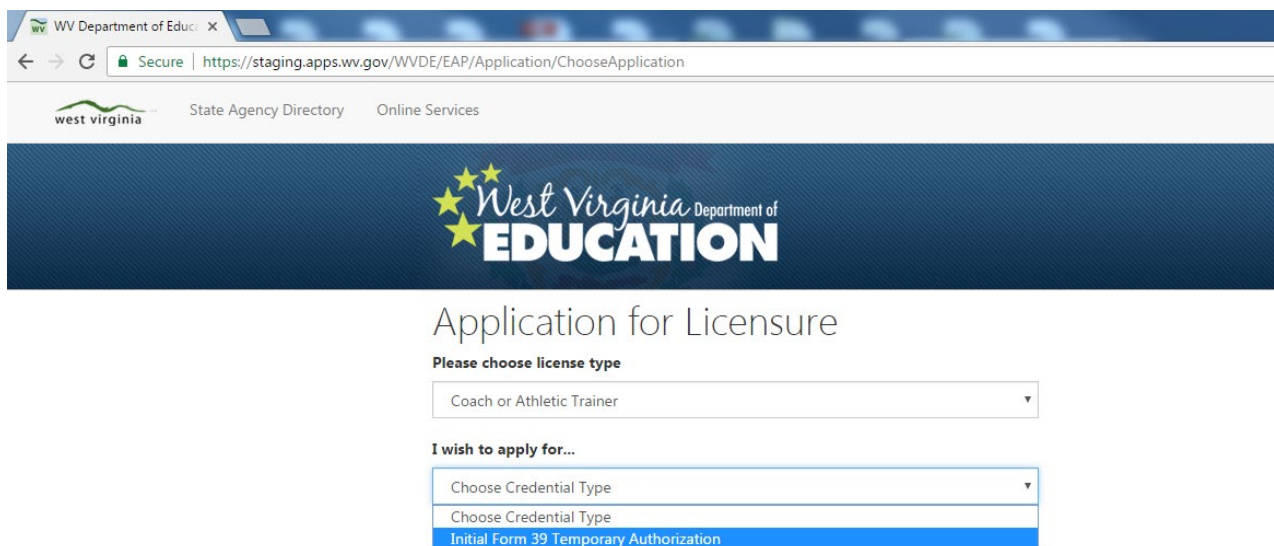
Start by Selecting Create New Application under Applications



Next, you will select the license type and you will select **Coach or Athletic Trainer**



Next, you will select **Initial Form 39 Temporary Authorization**



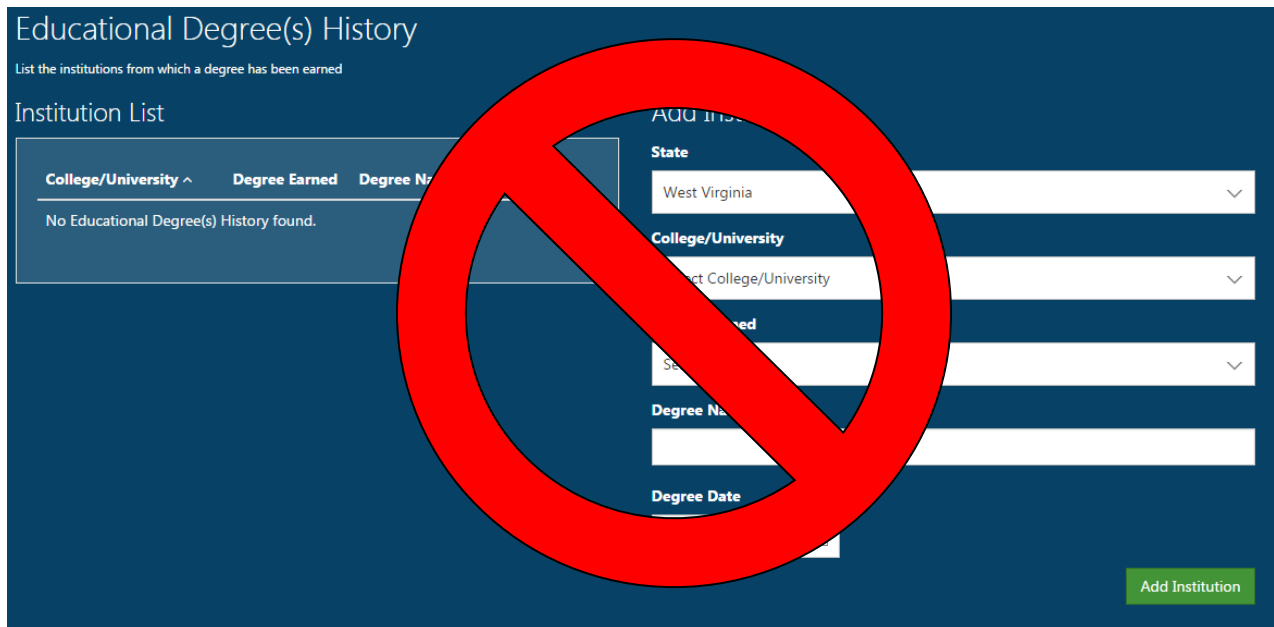
Next, you will answer your U.S. Citizenship question



U.S. Citizenship

Are you a U.S. Citizen? ☐ Yes ☐ No

Next, is the section asking about Educational Degree History and **this information is not required for this application and can be skipped.**



Educational Degree(s) History

List the institutions from which a degree has been earned

Institution List

College/University ^	Degree Earned	Degree No
No Educational Degree(s) History found.		

ADD INST.

State  
West Virginia

College/University  
Select College/University

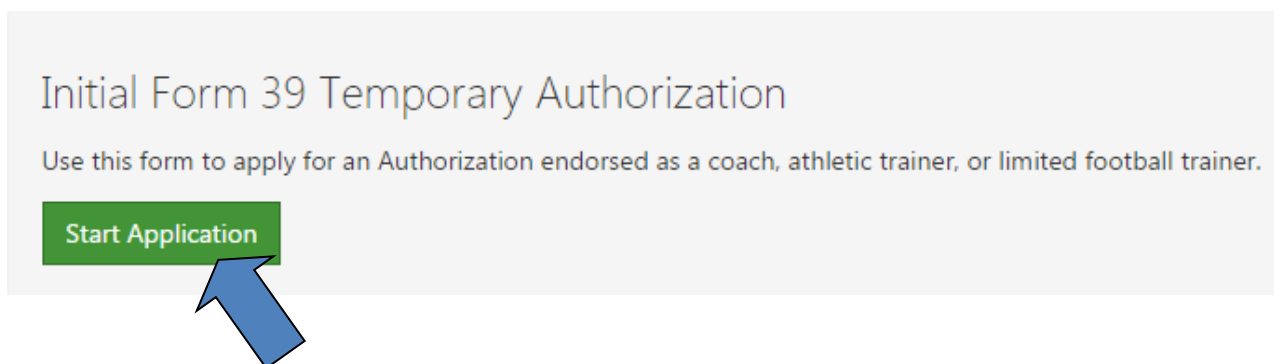
Degree Earned  
Select Degree Earned

Degree No  
Select Degree No

Degree Date  
Select Degree Date

Add Institution

Click Start Application



Initial Form 39 Temporary Authorization

Use this form to apply for an Authorization endorsed as a coach, athletic trainer, or limited football trainer.

Start Application

## Legal Disclosures

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

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.

Question 2

No
Yes

Have you ever been disciplined, reprimanded, suspended, or discharged from any employment because of allegations of misconduct?

Question 3

No
Yes

Have you ever resigned, entered into a settlement agreement, or otherwise left employment as a result of alleged misconduct?

Question 4

No
Yes

Is any action now pending against you for alleged misconduct in any school district, court, or before any educator licensing agency?

Question 5

No
Yes

Have you ever been arrested, charged with, convicted of, or are currently under indictment for a felony?

Question 6

No
Yes

In addition to your past disclosure, 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. \*

Select the county that is going to employ them as a coach, limited football trainer, or athletic trainer.

Application Information

Initial Form 39 Temporary Authorization

Please provide the county in which you are applying to

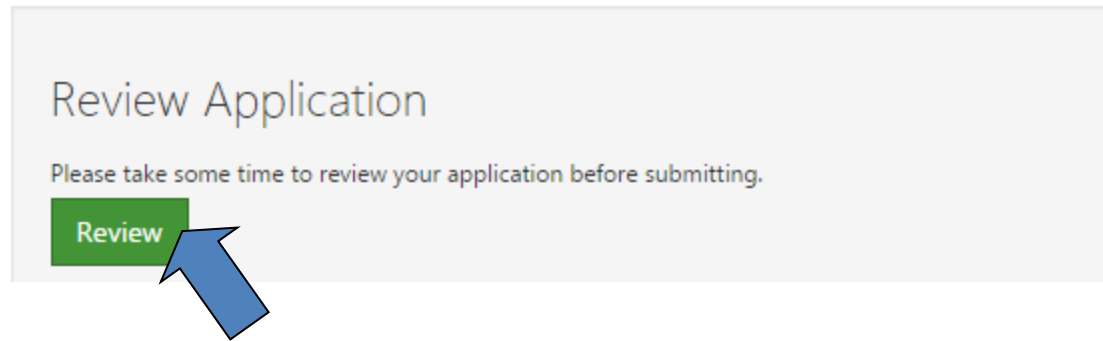
County

Select County

The applicant is now asked to click Review Application and read the information that is being submitted on the application.



# Review



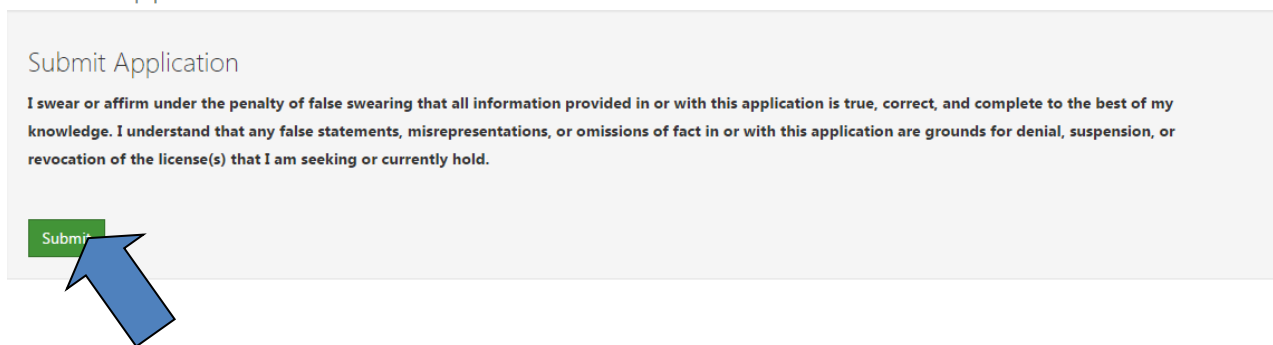
Review Application

Please take some time to review your application before submitting.

[Review](#)

The next step is to scroll back down the page after reviewing the information and click SUBMIT and the application will then be submitted to the county office for approval.

## 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.

[Submit](#)

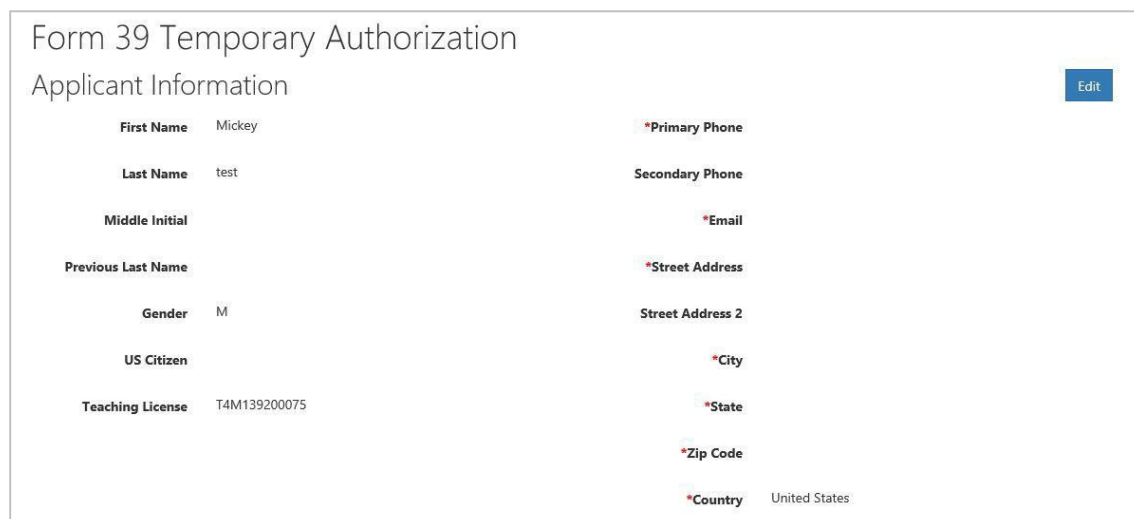
**For the explanation of the process after you click submit, please scroll down to Page 12.**

## Renewing a Credential

Clicking on the [Renew](#) button starts the renewal process.

### Applicant Information

The applicant is required to provide all information designated with a red asterisk. Click the [Edit](#) located on top right hand corner of the screen to add your information.



Form 39 Temporary Authorization

Applicant Information [Edit](#)

First Name	Mickey	*Primary Phone	
Last Name	test	Secondary Phone	
Middle Initial		*Email	
Previous Last Name		*Street Address	
Gender	M	Street Address 2	
US Citizen		*City	
Teaching License	T4M139200075	*State	
		*Zip Code	
		*Country	United States

Once all required information has been entered, click the [Save](#) to continue completing the application.

Save

\*Primary Phone

(555)-555-5555

Secondary Phone

(555)-555-5555

\*Email

Email

\*Street Address

Street Address

Street Address 2

Street Address 2

\*City

City

\*State

State

\*Zip Code

Zip Code

\*Country

United States

▼

## Legal Disclosures

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

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.		
Question 2	No	Yes
Have you ever been disciplined, reprimanded, suspended, or discharged from any employment because of allegations of misconduct?		
Question 3	No	Yes
Have you ever resigned, entered into a settlement agreement, or otherwise left employment as a result of alleged misconduct?		
Question 4	No	Yes
Is any action now pending against you for alleged misconduct in any school district, court, or before any educator licensing agency?		
Question 5	No	Yes
Have you ever been arrested, charged with, convicted of, or are currently under indictment for a felony?		
Question 6	No	Yes
In addition to your past disclosure, 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. *		

Selecting “Yes” requires you, the applicant, to complete a series of questions regarding the legal disclosure.

The screenshot shows a web form titled "Question 1" with a blue header. In the top right corner, there are two buttons: "No" (white) and "Yes" (green). The main content area is white and contains the following elements:

- A text box with 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."
- A section titled "Add New Disclosure" in blue.
- A label "Occurrence Date" followed by a date picker showing "1".
- A label "Title" followed by a text input field.
- A label "Narrative" followed by a large text area.
- A checkbox with the text: "Please check box if this legal disclosure was previously reported using a paper form and mailed to the WVDE."
- A section titled "Supporting Files" in blue, followed by a "Select files..." button.
- An "Add Disclosure" button in the bottom right corner.

The example legal disclosure above shows **Yes** for Question 1. 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. You **must** upload all applicable documentation If the disclosure was not previously reported.

Clicking the **Select files...** button allows you to upload documentation, which 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.

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](#)

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

[Add New Disclosure](#)

[Edit](#) [Delete](#)

## Selecting County

Please select from the dropdown list the county that is employing you for the coaching or trainer authorization.

Application Information

Renewal of Coaching Authorization

Please provide the county in which you are applying to

County

## 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.

### Review

#### Review Application

Please take some time to review your application before submitting.

**Review**

### 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.

**Submit**

If all the information is correct, click the **Submit** to submit to your county superintendent for approval.

## Approval Process


Once you have submitted your coaching renewal application to the county superintendent for approval, you will notice that your status has changed from “Not Submitted” to “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><div>1</div><div>2</div></div> Pending County	<div> <b>View</b></div>

[View Recent Application History](#)

Clicking the  button allows you to view any holds placed on the application. You will notice in the picture above 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 coaching renewal application for approval, the application can either be approved, denied or sent back by the approving county.

## Approved

If your application has been approved, you will receive an email informing you of such and you that you must now login to your dashboard to pay for any fees associated with the application. The picture below shows an example of an application that has been approved by the county and is pending payment.

Form 39 Renewal Temporary Authorization - 01/09/2017

Coaching

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 you are making a payment. As additional credentials become available to apply or renew online, you will have the ability to pay for multiple applications simultaneously.

Application Cart

Application Type ^	Date Submitted	Fee Amount
Form 39 Temporary Authorization	04/19/2016	\$35.00

Remove

Total: \$35.00

Add Additional Application

Checkout

**Figure 15**

Click the [Checkout](#) button to continue the payment process.

Form 39 Temporary Authorization	4/19/2016	1	2	3	4		WVDE Pending		View
---------------------------------	-----------	---	---	---	---	--	--------------	--	------

Once payment has been made, you will notice in *the* figure below that once again the status for the application has changed. Your Application has now been sent to the WVDE for approval.

If approved, you will once again receive an email stating that your application has been approved by the WVDE and the renewal process is complete. The next time you access your dashboard, you will now see a status of "Approved Application".

1	2	3	4	5
Approved Application				

## Denied

All denied applications will show a status of denied and by whom. The example in *Figure 17* shows an application that was denied by the county.

Form 39 Temporary Authorization	04/21/2016	04/21/2016	1	2		County Denied		View
---------------------------------	------------	------------	---	---	--	---------------	--	------

## Sent Back

There will be times where the approving entity cannot approve your application due to the fact additional information is required. The applicant to allow you to make the necessary changes requested can now edit all applications that have been sent back. *Figure 18* shows an application that has been sent back by the county because more information is needed regarding a legal disclosure.

Applications				
1 Active Applications.				
Application Type	Date Submitted ^	Date Resolved ^	Status	Holds
Form 39 Temporary Authorization	04/19/2016		1 County Send Back	View

[View Recent Application History](#)

Click the 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.

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	<div><div></div><div>Additional Information Requested</div></div> <div><div>Provide Additional Information</div><div>Edit</div><div></div></div>

Add New Disclosure

Congratulations, you now have a basic understanding of how to complete a coaching renewal application online. If you require further assistance, please contact the WVDE, Office of Certification at 304-558-7010.