



West Virginia DEPARTMENT OF  
**EDUCATION**

**Office of Certification**

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**Additional Endorsement Electronic Processing  
(Form 8, 8A, 8C, 8R)**

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**County  
Approval Guide**

Last Updated April 24, 2020

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

This document provides detailed instructions on how to process pending applications submitted through the WVEAP online system.

## Institution Dashboard

- Once logged-in to the on-line Certification Portal, an application will be listed displaying Form 8: Add Endorsement/Degree for an individual wishing to add an endorsement to a valid certificate after completion of:
  - Form 8: Coursework Completed at a college/university.
  - Form 8A: Six Hours of Coursework in Autism
  - Form 8C: PRAXIS II Content Test
  - Form 8R: An endorsement on a valid out-of-state certificate that does not appear on the current West Virginia professional certificate.

Betty Test	PSU139800133	Form 8R Add Endorsement/Degree (Out-Of-State)	04/20/2020	Cabell	<div style="display: flex; align-items: center;"> <div style="width: 100px; height: 10px; background-color: #ccc; position: relative;"> <span style="position: absolute; left: 0; top: -5px; font-size: 8px;">1</span> <span style="position: absolute; left: 20px; top: -5px; font-size: 8px;">2</span> </div> <div style="margin-left: 5px;">Pending County</div> <div style="margin-left: 10px;"> <span style="color: #00a0e3;">↻</span> <span style="margin-left: 5px; color: #0056b3;">View</span> </div> </div>
Brad Test	T3B140400141	Form 8 Add Endorsement/Degree	04/20/2020	Cabell	<div style="display: flex; align-items: center;"> <div style="width: 100px; height: 10px; background-color: #ccc; position: relative;"> <span style="position: absolute; left: 0; top: -5px; font-size: 8px;">1</span> <span style="position: absolute; left: 20px; top: -5px; font-size: 8px;">2</span> <span style="position: absolute; left: 40px; top: -5px; font-size: 8px;">3</span> </div> <div style="margin-left: 5px;">Pending County</div> <div style="margin-left: 10px;"> <span style="color: #00a0e3;">↻</span> <span style="margin-left: 5px; color: #0056b3;">View</span> </div> </div>
Brad Test	T3B140400141	Form 8C Add Endorsement/Degree (Praxis II Only)	04/20/2020	Cabell	<div style="display: flex; align-items: center;"> <div style="width: 100px; height: 10px; background-color: #ccc; position: relative;"> <span style="position: absolute; left: 0; top: -5px; font-size: 8px;">1</span> <span style="position: absolute; left: 20px; top: -5px; font-size: 8px;">2</span> </div> <div style="margin-left: 5px;">Pending County</div> <div style="margin-left: 10px;"> <span style="color: #00a0e3;">↻</span> <span style="margin-left: 5px; color: #0056b3;">View</span> </div> </div>
Brad Test	T3B140400141	Form 8A Add Endorsement/Degree (Autism)	04/20/2020	Cabell	<div style="display: flex; align-items: center;"> <div style="width: 100px; height: 10px; background-color: #ccc; position: relative;"> <span style="position: absolute; left: 0; top: -5px; font-size: 8px;">1</span> <span style="position: absolute; left: 20px; top: -5px; font-size: 8px;">2</span> </div> <div style="margin-left: 5px;">Pending County</div> <div style="margin-left: 10px;"> <span style="color: #00a0e3;">↻</span> <span style="margin-left: 5px; color: #0056b3;">View</span> </div> </div>

## 2. Scroll Down to Review Application

Please select Approved or Rejected if the applicant is currently employed in your county or if they have been employed in the past twelve months.

### Review Application

I certify that I have reviewed and can attest to the accuracy and truthfulness of the information provided in this application. When necessary, I have included documentation verifying this information. I have reviewed the disclosure of background information, and, to the best of my knowledge, the applicant is of good moral character and is physically, mentally, and emotionally qualified to perform the duties of a teacher. I recommend that s/he be granted certification.

**This application has been:**

Choose One

Choose One

Approved

Rejected

Sent Back

**\*\*If the application cannot be approved, please select Rejected and then select the reason for the Reject. Do not use Sent Back as the applicant cannot make any changes.**

- If you have any Supporting Documents, please upload the document(s) in this section. Please skip to Step 4 if you do not have any documents to upload.

### Supporting Documents

Add New File No Supporting Documents

**Document Type**

Choose One...

Choose One...

Driving Record and License (Drivers Ed Applicants Only)

Praxis Scores

Transcript

Name Change Documentation

- Click Complete Review and the application will move to the to payment.

