Office of Certification

Process for Additional Endorsements

(Forms 8, 8A, 8C, 8R)

Applicant

User Guide

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The West Virginia Department of Education, Office of Certification have created this user guide, in conjunction with West Virginia Interactive for your reference.
On-Line Certification System First-Time User Registration

Certification Portal Website: https://wveis.k12.wv.us/certportal/

If you have previously registered with the on-line certification portal, please proceed to log-in to begin your application.

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 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.
Beginning the Application

1. Click “CREATE NEW APPLICATION.”

2. Click “Add an Additional Endorsement to my Teaching, Student Support or Administrative Certificate.”

3. Select the Option you are using to add the endorsement:

   * Form 8 is selected if you have completed the coursework at an accredited college/university to add the additional endorsement.

   * Form 8C is selected if you have ONLY completed the PRAXIS II Content Exam to add the endorsement.

   * Form 8A is selected if you have ONLY completed the two classes of Autism to add the endorsement to your existing Special Education endorsement.

   * Form 8R is selected if you have an additional endorsement on a valid, renewable out-of-state certificate that you wish to add to the endorsements listed on your West Virginia certificate.

4. Click Start Application

5. Click “Edit” on the Application Information Section.
6. 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 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 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.

7. Please select your county of employment if you are employed or have been employed within the past twelve months by a 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 the WVDE (Building 6 in Charleston Headquarters). Otherwise, select NO COUNTY in the drop-down list.

**This is not the county where you live or where the entity is located if it is not a county school system.**
8. If you selected, you are adding an endorsement after completion of coursework at an accredited college/university please select the state and college where the coursework was completed.
   a. **If you selected a Form 8C (PRAXIS II Exam Only) option to add the endorsement, please proceed to Step 9.**
   b. **If you selected to add the endorsement by taking six hours of Autism classes or 8R (Reciprocity with a valid out-of-state certificate), please proceed to Step 10.**

9. Please select the Certificate in which you are requesting to add the endorsement and type the name of the endorsement you are wanting to add.

10. If there are additional documents that you must add to complete the necessary additional endorsement request, please select the document and upload them at this point. If the Supporting Documents do not apply to any information that must be provided, please skip this step.

11. Click Review Application to review all information submitted before final submission.
12. Click Submit for the application to proceed to the college/university, county, or straight to payment.

13. Please check your Applicant Dashboard for the status of your application on a regular basis if you have not received an e-mail once it has cleared the necessary approval processes.

14. When you see PAY NOW, please click the PAY NOW button to complete the payment so the application will be sent to the Office of Certification for final review and processing.

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