



west virginia



West Virginia DEPARTMENT OF
EDUCATION

Office of Certification

Process for Additional Endorsements

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

Applicant User Guide

Last Updated April 24, 2020

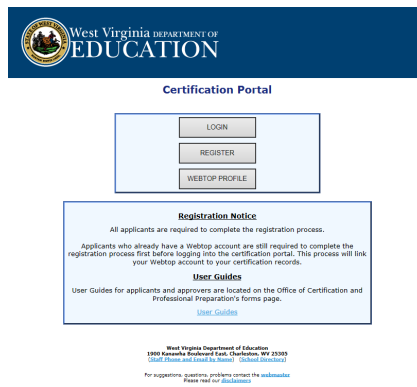
The West Virginia Department of Education, Office of Certification have created this user guide, in conjunction with West Virginia Interactive for your reference.

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.

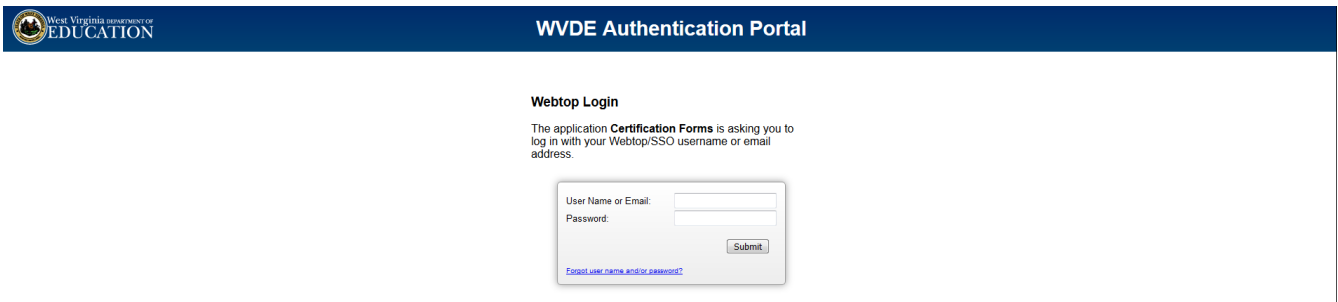


The screenshot shows the 'Certification Portal' interface. At the top is the West Virginia Department of Education logo. Below it, the text 'Certification Portal' is centered. There are three buttons: 'LOGIN', 'REGISTER', and 'WEBTOP PROFILE'. Below the buttons is a 'Registration Notice' box containing text about the registration process and a link to 'User Guides'. At the bottom of the page, there is contact information for the West Virginia Department of Education, including the address '1000 Kanawha Boulevard East, Charleston, WV 25305' and a link to 'Contact Us and Local Agencies'.

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.

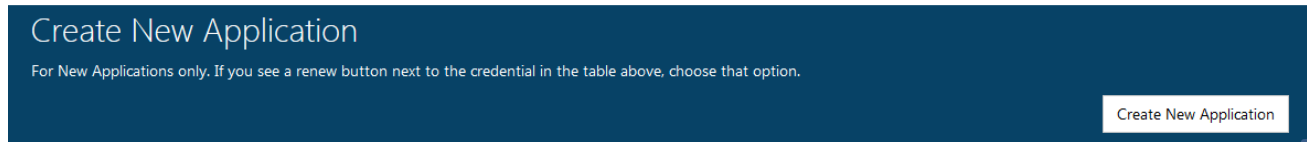
Once you have completed the registration process you can log into the Certification Portal and submit your application.



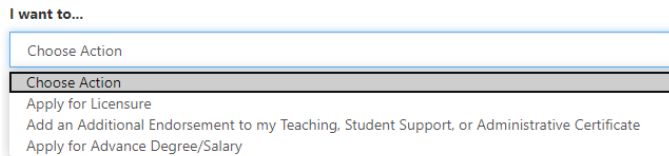
The screenshot shows the 'WVDE Authentication Portal' with a 'Webtop Login' section. The text reads: 'The application Certification Forms is asking you to log in with your WebtopSSO username or email address.' Below this is a login form with two input fields: 'User Name or Email:' and 'Password:'. A 'Submit' button is located below the password field. At the bottom of the form, there is a link: 'Forgot user name and/or password?'.

Beginning the Application

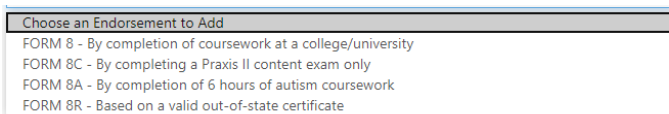
1. Click "CREATE NEW APPLICATION."



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:



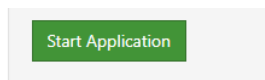
***Form 8 is selected if you have completed the coursework at an accredited college/university to add the additional endorsement.**

***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.

Form 8 Add Endorsement/Degree

Applicant Information

First Name Brad *Primary Phone 3045587010
Last Name Test Secondary Phone



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.




The screenshot shows two questions in a blue-bordered form. Question 1 asks: "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 asks: "Have you ever been disciplined, reprimanded, suspended, or discharged from any employment because of allegations of misconduct?" Both questions have "No" and "Yes" radio buttons.

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.

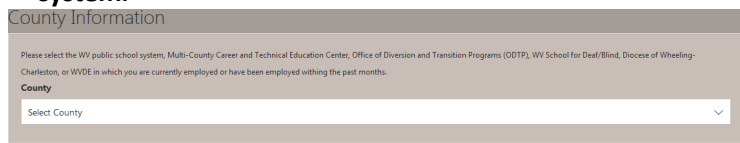
You should click the checkbox if the disclosure was previously reported to the WVDE prior to the new online system becoming available. **Previously reported legal disclosures do not require supporting files to be uploaded, however, you must provide a brief narrative.** If the disclosure was not previously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

Clicking the  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  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 WVDE in which you are currently employed or have been employed within the past months. 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.**



The screenshot shows a form titled "County Information". It contains the instruction: "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." Below this is a dropdown menu labeled "County" with the text "Select County" and a downward arrow.

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.**

The screenshot shows a form with two main sections. The first section is titled "State" and contains a text input field with "Utah" entered. The second section is titled "College/University" and contains a text input field with "Select College/University" entered. Above this field is a note: "If your Institution is not listed please contact WVDE (304-558-7010 or".

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.

The screenshot shows a form titled "Additional Endorsement Requested". It has a heading "Select certificate you wish to add an endorsement to." Below this is a section "Request Additional Endorsement" with two boxes labeled "1" and "2". Box "1" is a dropdown menu for "Certificate:" with options: "01-1 Professional Administrative Certificate", "Choose One...", "01-1 Professional Administrative Certificate", and "21-1 Professional Teaching Certificate". Box "2" is a text input field for "Endorsement:". An "Add" button is located to the right of the input field.

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.

The screenshot shows a form titled "Supporting Documents". It contains a paragraph of text explaining that not all documents are required and providing instructions on how to submit transcripts. Below the text is a section "Add New File" with a "Document Type" dropdown menu. The dropdown menu is open, showing options: "Choose One...", "Choose One...", "Praxis Scores", "Driving Record and License (Drivers Ed Applicants Only)", and "Name Change Documentation".

11. Click Review Application to review all information submitted before final submission.

Review

The screenshot shows a button labeled "Review Application". Below the button is a message: "Please take some time to review your application before submitting." and a green "Review" button.


12. Click Submit for the application to proceed to the college/university, county, or straight to payment.

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.

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.



West Virginia DEPARTMENT OF EDUCATION

Brad Test
Huntington, WV
Certification ID: T3B140400141

Salary Rank
Salary Class: Salary
Salary Effective Date: 05/13/2016

Degree
Highest Degree: Masters Degree plus 45 hours
Degree Effective Date: 05/13/2016

Applications

1 Active Applications.

| Application Type | Date Submitted ^ | Date Resolved ^ | Status | Holds |
|-------------------------------|------------------|-----------------|---|---|
| Form 8 Add Endorsement/Degree | 04/20/2020 | | <div style="display: flex; align-items: center;"><div style="width: 10px; height: 10px; background-color: green; margin-right: 5px;"></div><div style="width: 10px; height: 10px; background-color: orange; margin-right: 5px;"></div><div style="width: 100%; border: 1px solid gray; margin-left: 5px;"></div></div> Pending Institution | <div style="display: flex; align-items: center;"><div style="width: 20px; height: 20px; background-color: orange; margin-right: 5px; display: flex; align-items: center; justify-content: center; font-size: 8px;">A</div><div style="border: 1px solid gray; padding: 2px 5px; font-size: 8px;">View</div></div> |



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.