



west virginia



West Virginia DEPARTMENT OF
EDUCATION

Office of Certification

**Process for the Initial Short-Term, Restricted
Short-Term, and Long-Term Substitute Permits**

(Forms 2S, 2L, 2A)

Applicant User Guide

Last Updated October 20, 2020

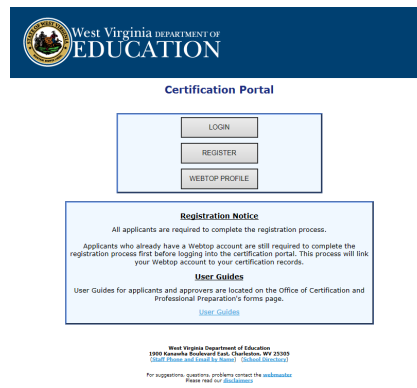
The West Virginia Department of Education, Office of Certification have created this user guide, in conjunction with West Virginia Interactive for your reference.

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.

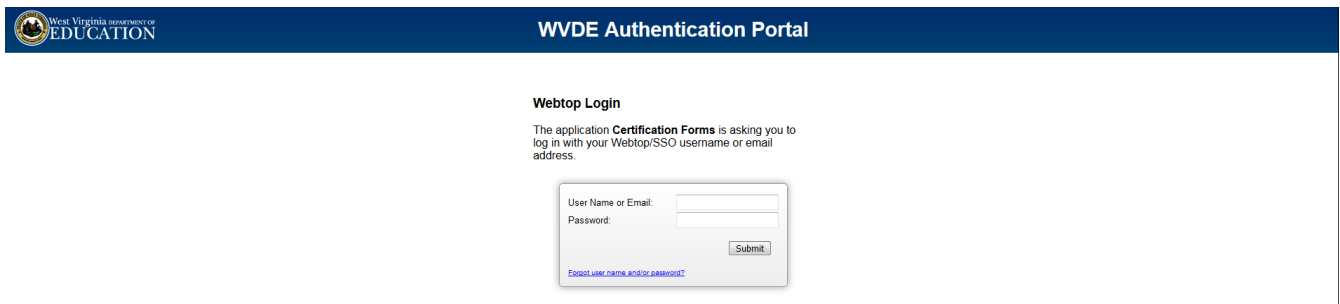


The screenshot shows the 'Certification Portal' page for the West Virginia Department of Education. At the top left is the department's logo. The page title is 'Certification Portal'. Below the title are three buttons: 'LOGIN', 'REGISTER', and 'WEBTOP PROFILE'. A 'Registration Notice' box contains text stating that all applicants must complete the registration process, and those with existing Webtop accounts must log in first. Below this is a 'User Guides' section with a link to 'User Guides'. At the bottom, contact information for the West Virginia Department of Education is provided, including the address '1500 Kanawha Boulevard East, Charleston, WV 25305' and a note to contact the webmaster for suggestions, questions, or problems.

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.

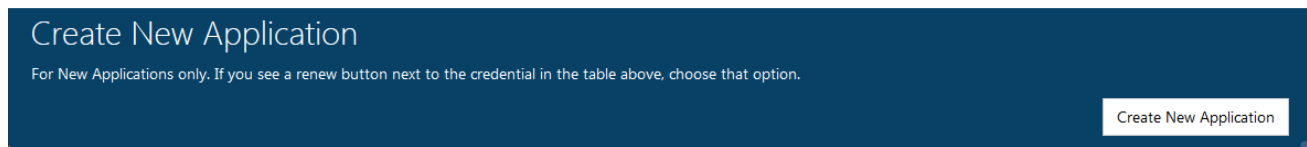
Once you have completed the registration process you can log into the Certification Portal and submit your application.



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 Webtop/SSO 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 to the right of the password field. A small link below the form reads 'Forgot user name and/or password?'. The West Virginia Department of Education logo is visible in the top left corner of the page.

Beginning the Application

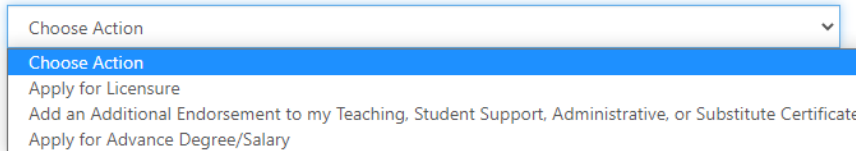
1. Click "CREATE NEW APPLICATION."



2. Click "Apply for Licensure"

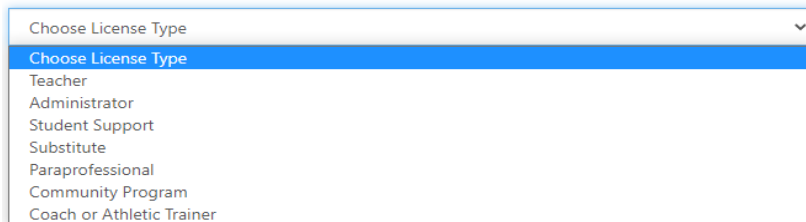
Choose Your Application

I want to...

A dropdown menu with a white background and a blue border. The text "I want to..." is above it. The menu is open, showing a list of options. The first option, "Choose Action", is highlighted in blue. Below it are three other options: "Apply for Licensure", "Add an Additional Endorsement to my Teaching, Student Support, Administrative, or Substitute Certificate", and "Apply for Advance Degree/Salary".

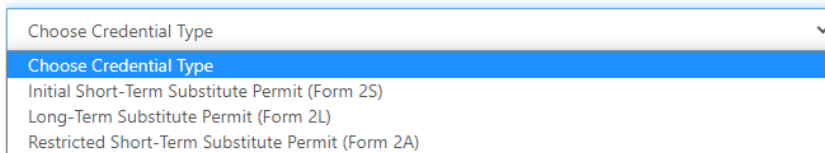
3. Select the Substitute License Type:

Please choose license type

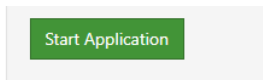
A dropdown menu with a white background and a blue border. The text "Please choose license type" is above it. The menu is open, showing a list of options. The first option, "Choose License Type", is highlighted in blue. Below it are seven other options: "Teacher", "Administrator", "Student Support", "Substitute", "Paraprofessional", "Community Program", and "Coach or Athletic Trainer".

4. Select the type of license the County Human Resources Office indicated you will receive:

I wish to apply for...

A dropdown menu with a white background and a blue border. The text "I wish to apply for..." is above it. The menu is open, showing a list of options. The first option, "Choose Credential Type", is highlighted in blue. Below it are three other options: "Initial Short-Term Substitute Permit (Form 2S)", "Long-Term Substitute Permit (Form 2L)", and "Restricted Short-Term Substitute Permit (Form 2A)".

5. Click Start Application



6. Click “Edit” on the Application Information Section and complete all information with the red asterisks.

Applicant Information

First Name	Brad	*Primary Phone	3045587010
Last Name	Test	Secondary Phone	
Middle Initial		*Email	brad.test@takarsh.com
Previous Last Name		*Street Address	One Herd Way
Gender	M	Street Address 2	
US Citizen	Yes	*City	Huntington
Certification ID	T3B140400141	*State	WV
US Veteran	No	*Zip Code	25701
		*Country	United States



7. 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.

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?

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.

8. Please select the county that is employing you as a Substitute, or the Office of Diversion and Transition, WV School for Deaf/Blind, or Diocese of Wheeling-Charleston.

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

9. 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.

Supporting Documents

Not all supporting documents listed are required for every application. For example, if you are being recommended by a county school system, college/university, or other entity of employment, you are not required to submit a form 4B.

If transcripts are a requirement for this application, transcripts may be sent to the county certification officer to be uploaded with your application or sent to the Office of Certification from the college or university. If the college/university provides the option of e-scripts, your transcripts can be electronically sent to cert.transcripts.wvde@k12.wv.us. Original seal-bearing transcripts are to be mailed directly or e-scripted to the Office of Certification or submitted to the county/entity of employment to be uploaded with your application.

Please upload only those documents that are required to process your application.

Add New File No Supporting Documents

Document Type

Choose One...
Choose One...
Name Change Documentation
Out-Of-State License
Substitute Training Certificate
Form 7

10. Click Review Application to ensure all information submitted is correct.

Review

Review Application

Please take some time to review your application before submitting.

Review

11. 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.

Submit

12. 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.



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	Hold
Form 8 Add Endorsement/Degree	04/20/2020		<div style="display: flex; align-items: center;"><div style="background-color: #28a745; color: white; padding: 2px 5px; margin-right: 5px;">1</div><div style="background-color: #ffc107; color: white; padding: 2px 5px; margin-right: 5px;">2</div><div style="flex-grow: 1; border: 1px solid #ccc; margin-left: 5px;"></div></div> <p>Pending Institution</p>	<div style="display: flex; align-items: center;"><div style="background-color: #ffc107; color: white; padding: 2px 5px; margin-right: 5px;">⚠</div><div style="border: 1px solid #ccc; padding: 2px 5px;">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.