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 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 “Apply for Licensure”

3. Select the Substitute License Type:

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

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

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.

   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.

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.
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.

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

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

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.
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.